Region of Queens Municipality Regular Council
Tuesday, October 13, 2026
9:00 a.m.

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of Agenda

3.0 Adoption of Minutes

4.0 Public Comment

5.0 Delegations and Presentations

6.0 Unfinished Business

7.0 Staff Reports

7.1 Quarter 2 Capital Investment Plan Progress

7.2 Community Investment Fund Allocation Report

7.3 J-Class Roads - Paving Application

7.4 Implementation Report

8.0 Bylaws and Policies

8.1 Forest Management Policy

8.2 First Reading of Bylaw No. 2 – Burning

8.3 Bylaw No. 3 - Dogs

9.0 Correspondence for Action

10.0 Correspondence for Information

10.1 Habitat for Humanity

11.0 Reports from In Camera

12.0 Mayor's Report

13.0 Committee Business

13.1 Fire Services Meeting – Councillor Fancy

13.2 Accessibility Advisory Committee

13.3 Recreation Facilities Committee Follow-up

14.0 New Business

15.0 In-Camera

15.1 Property Matter

15.2 Property Matter

15.3 Property Matter

16.0 Adjournment

Region of Queens Municipality Regular Council
Tuesday, September 22, 2026
4:00 p.m. (Closed Session)
5:30 p.m. (Public Session Begins)

Meeting Recording: 2026-09-22 - Regular Meeting of Council
Please click the time-stamp links below to watch specific portions of the recording.

Minutes

Present: Mayor Scott Christian
Deputy Mayor Maddie Charlton
Councillor Roberta Roy
Councillor Courtney Wentzell
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor Stewart Jenkins
Councillor Wanda Carver
Willa Thorpe, CAO
Alex Wilson, Acting Municipal Clerk
Kate Wong, Recording Secretary

DRAFT

1.0 Call to Order

Mayor Christian called the Regular Council meeting to order at 4:00 p.m. and acknowledged that the meeting was being held in Mi'kma'ki, in Kespukwitk, the traditional and unceded territory of the Mi'kmaq people. The Mayor recognized that all are Treaty People with responsibilities under the Treaties.

At the beginning of the meeting, the Mayor provided an audio description of Council Chambers and the meeting setup for attendees and viewers who are blind or have low vision.

2.0 Approval of Agenda (0:00)

It was It was moved by Councillor Jenkins, and seconded by Councillor Carver:

THAT Council for Region of Queens Municipality approve the agenda as circulated.

MOTION CARRIED.

3.0 In-Camera

It was It was moved by Councillor Amirault,

4.0 Adoption of Minutes (00:35)

4.1 Regular Council Meeting – September 8th, 2026

It was It was moved by Deputy Mayor Charlton, and seconded by Councillor Amirault:

THAT Council for Region of Queens Municipality adopt the minutes of the September 8, 2026 Regular Council meeting as circulated.

MOTION CARRIED.

5.0 Public Comment (01:42)

5.1 Paul Deveau, District 5

Mr. Deveau expressed concern about the proposed $25,000 allocation to Habitat for Humanity. He questioned the eligibility criteria for the homes and whether families with higher incomes could qualify.

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6.0 Presentations and Delegations (06:11)

6.1 Queens Neighbourhood Co-operative Housing

Michael Blair presented an update on Queens Neighbourhood Co-operative Housing and its Trestle Way development. The 30-unit, mixed-income co-operative will include one-, two- and three-bedroom homes, with an emphasis on affordable and accessible housing for seniors. The presentation highlighted two fully accessible units, adaptable design features throughout the development, and energy-efficient construction. Mr. Blair also outlined the organization's longer-term vision to develop more than 100 homes across multiple neighbourhoods in Queens County. He acknowledged the Municipality's support for Trestle Way and expressed interest in continued collaboration on future housing developments and the co-operative's operational sustainability.

7.0 Unfinished Business (32:05)

There were no Unfinished Business items to discuss.

8.0 Staff Reports

8.1 Financial Statement – Quarter 1 (32:10)

It was moved by Councillor Jenkins, seconded by Councillor Wentzell:

THAT Council for Region of Queens Municipality accept the 2026–2027 Quarter 1 Financial Report as presented.

MOTION CARRIED.

8.2 Strategic Action Plan and Grant Application Summary – Quarterly Update (45:58)

DRAFT

It was moved by Councillor Jenkins, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality receive the report titled "Quarterly Update – Strategic Action Plan and Grant Application Summary" for information.

MOTION CARRIED.

8.3 Inclusion Queens Committee – Grant Application (53:10)

It was moved by Councillor Roy, seconded by Councillor Fancy:

THAT Council for Region of Queens Municipality approve the recommendation of the Inclusion Queens Committee and allocate $1,000 from the Committee's Diversity and Inclusion Small Grant Program to support the fifth annual National Day for Truth and Reconciliation event taking place on September 30, 2026.

MOTION CARRIED.

9.0 Bylaws and Policies

9.1 Repeal of Bylaw No. 2 – A Bylaw Respecting Burning (48:32)

Council considered this item before returning to Item 8.3.

It was moved by Deputy Mayor Charlton, seconded by Councillor Wentzell:

THAT Council for Region of Queens Municipality repeal Bylaw No. 2 – A Bylaw Respecting Burning.

MOTION CARRIED.

9.2 Bylaw No. 9 – Parking Meters (59:54)

Deputy Mayor Charlton assumed the chair at 6:41 p.m.

DRAFT

It was moved by Mayor Christian, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality void parking tickets issued to volunteers of local organizations between January 2026 and September 22, 2026.

MOTION DEFEATED, with three (3) in favour and four (4) opposed.

It was moved by Councillor Amirault, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality remove the three-hour parking restriction from the municipal parking lots on Henry Hensey Drive, allowing all-day parking.

MOTION CARRIED.

Council recessed at 7:04 p.m. and reconvened at 7:15 p.m.

9.3 Solid Waste Collection – Draft Level of Service Policy (1:42:11)

It was moved by Councillor Amirault, seconded by Councillor Jenkins:

THAT Council for Region of Queens Municipality not adopt Administrative Policy No. 102 – Level of Service – Curbside Solid Waste Collection at this time and continue current curbside solid waste collection practices.

MOTION CARRIED.

It was moved by Deputy Mayor Charlton, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality direct staff to further develop Administrative Policy No. 102 with consideration for residents residing in temporary structures.

MOTION CARRIED.

DRAFT

10.1 Correspondence for Action

10.1 Fixed-Roof Accommodation Operators – Joint Submission (2:13:29)

It was moved by Councillor Jenkins, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality defer the effective date of Bylaw No. 29 – Accommodation Levy to December 31, 2026, to allow Council additional time to review the concerns raised in the joint submission from fixed-roof accommodation operators.

MOTION WITHDRAWN.

It was moved by Councillor Carver, seconded by Deputy Mayor Charlton:

THAT Council for Region of Queens Municipality receive the joint submission from fixed-roof accommodation operators for information.

MOTION CARRIED.

11.0 Correspondence for Information

11.1 Bat-friendly Community Certification (2:31:35)I

It was moved by Councillor Wentzell, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality direct staff to express the Municipality's interest in the Bat-friendly Community Certification program and request further information on the program and certification requirements.

MOTION CARRIED.

DRAFT

12.0 Reports from In Camera (2:33:35)

There were no reports coming from In Camera.

13.0 Mayor's Report (2:33:49)

- September 10: Council emergency management training and discussion concerning regional emergency management participation.
- September 14: A meeting of mayors, wardens and senior administrators concerning regional economic partnerships.
- September 15: The Queens County Fair parade.
- September 16 and 17: The community safety and well-being pilot project and related provincial announcement.
- September 17: A fundraising dinner in support of the Kidney Foundation.
- September 18: The Meet Me on Main event.

14.0 Committee Business (2:39:35)

14.1 Police Advisory Board (2:39:43)

Councillor Amirault presented an update from the Police Advisory Board. The report addressed Bylaw No. 12 and potential provincial rules concerning electric scooters and bicycles; the RCMP quarterly report; the provincial police billing model; gender-based violence; concerns about a provincial emergency alert; and road safety concerns on Beach Meadows Beach Road.

It was moved by Councillor Amirault, seconded by Deputy Mayor Charlton:

THAT Council for Region of Queens Municipality write to the Province requesting safety improvements to Beach Meadows Beach Road, including widening the road, reducing the current 50 km/h speed limit to a more suitable speed limit, clearing overgrown roadside vegetation, and clearing the two culverts obstructed by vegetation.

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MOTION CARRIED.

14.2 Planning Advisory Committee (2:45:42)

Deputy Mayor Charlton reported that the Planning Advisory Committee met with the land use review consultants on September 14 to hear a summary of public engagement feedback. The consultants will prepare potential revisions for the Committee's consideration. Further public engagement is anticipated as the review progresses.

15.0 New Business

15.1 NSFM Fall 2026 Conference Attendance (2:47:23)

Councillor Wentzell, Councillor Jenkins and Councillor Carver have all indicated that they would like to attend.

It was moved by Councillor Jenkins, seconded by Councillor Roy:

THAT Council for Region of Queens Municipality authorize the associated unbudgeted expenditure for one additional member of Council to attend the NSFM Fall 2026 Conference, in addition to the six attendees provided for in the 2026–2027 budget.

MOTION CARRIED.

15.2 Main Street and Market Street Intersection (2:53:21)

Council discussed planned changes to the intersection of Main Street and Market Street. Staff explained that the changes are intended to improve pedestrian visibility and shorten the crossing distance while accommodating typical vehicle movements. Questions were raised about the removal of the right-turn lane and the turning space available to larger vehicles. No motion arose from the discussion.

DRAFT

16.0 In Camera

It was moved by Councillor Roy, seconded by Councillor Amirault:

THAT Council for Region of Queens Municipality move in camera at 8:38 p.m.

MOTION CARRIED.

It was moved by Deputy Mayor Charlton, seconded by Councillor Wentzell:

THAT Council for Region of Queens Municipality move into public session at 9:21 p.m.

MOTION CARRIED.

It was moved by Councillor Jenkins, seconded by Councillor Carver:

THAT Council for Region of Queens Municipality direct staff to proceed with contract negotiations as discussed in camera.

MOTION CARRIED.

It was moved by Councillor Roy, seconded by seconded by Councillor Wentzell:

THAT Council for Region of Queens Municipality direct staff and the Mayor to proceed as discussed in camera.

MOTION CARRIED.

17.0 Adjourment

Meeting was adjourned at 9:22 p.m.

DRAFT

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: September 29, 2026

File No: 10350-60-2910-001

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: 2027 Quarter 2 Capital Investment Plan Implementation Progress

Prepared by:	Supervisor:	CAO Concurrence:
Patrick Hicks *Manager of Capital Projects*	*Adam Grant* *Director of Infrastructure*	*W. Thorpe* *CAO*

RECOMMENDATION

THAT Council of the Region of Queens Municipality receive the report titled 2027 Quarter 2 Capital Investment Plan Implementation Progress for information.

PURPOSE

To provide Council with an update on the implementation of the 2027 Capital Investment Plan during the second quarter of 2026 (June to September).

BACKGROUND

Each year Council reviews and approves a five-year Capital Investment Plan that reflects strategic priorities.

The most recent Capital Investment Plan was adopted by Council on January 13, 2026, and Council received the First Quarter update on June 9, 2026. This second quarter update report is in follow up to Q1 and includes progress up to September 29, 2026.

ALTERNATIVES/OPTIONS

Option 1: Council approves this progress report as presented.

Option 2: Council provide staff with alternate direction.

ANALYSIS

Option 1: Project activities as of Sept 29, 2026, are summarized on the table on page 4 of this report; additional project details:

Municipal Water and Wastewater Infrastructure

- Mount Pleasant linear work is progressing. Currently the project is 20 days behind as of Sept 10. A second work crew had been mobilized in early September to accelerate ensure completion date is met. Remaining activities on School St, Shore Rd and Pleasant Ave are scheduled for completion by December 14, 2026, including asphalt reinstatement. The lift station portion of this project is delayed due to procurement of specialized equipment and may delay the date segments of the project are put into service.
- Lift Station work at Town Bridge and Cross St. sites are both progressing. Mechanical work is underway at Cross Street. Work at Town Bridge will begin shortly.
- Waterloo Street: grading and road reinstatement work is scheduled to begin early October with street rehabilitation completed by mid-November. The remaining work to install and commission the lift station will begin later this fall. The anticipated date for this subsystem to be in service (this is the date the outfall is eliminated) is anticipated to be by January 2027, but this date is highly dependent on specialized equipment, service delivery and provisions required for commissioning.

- Water Transmission Main:
    - materials have been procured and received for Roy Turner Road. Recruitment and crew development continues, equipment mobilization will follow, with goal to achieve completion by March 2027.

- RAB approval was received in August and has allowed for subsequently required permits to be applied for.
- RFP for installation support from 3rd party is underway.

Parks, Facilities and Transportation

- Gorham Street walkway is complete. Outstanding activities to complete the RRFB installation is expected to be completed in October.
- Sidewalk installation from Millard to Harley Humphrey on White Point Road is underway and on track for November completion.
- Queen's Place Drive is complete and will open to the public once The Neighbourhoods at Dogwood Lane have completed their remaining activities. Streetlight installation outstanding and scheduled to be completed on schedule with Dogwood Lane.

- The *Big Splash, South* Queen's Aquatics Facility reached substantial completion on August 3, and the facility has been operating. Warranty work and minor deficiencies remain including heat pump commissioning scheduled for October 14, 2026.

- Year one improvements for Town Hall Arts and Cultural Center continue on track with drawing review currently underway, IFC drawing set soon to be produced which will allow procurement to begin.
- Etli Milita'mk Washroom design and development is progressing. Staff are focusing on enabling a successful year-round solution while optimizing accessibility enhancements for the site. Activities related to external utility services are underway and an RFP for fabrication will be marketed in October. The current timeline to commissioning of this facility is early May 2027 in time for the operational season of the spray pad.

Equipment

- All procurement related to equipment replacements are in-progress with some items having identified delivery dates and others pending. Several procurements were unsuccessful in the first round of marketing, requiring a re-work and delaying the timeline approximately 6-8 weeks.

CIP PROJECT	Project Status	(Planned) Project Start	Progress of Internal Dependant Activities	Progress of Contracted Activities	Progress of External Dependant Activities	Timeline Status	Next Milestone	Anticipated Milestone Date
27-08 Replacement #206 - Van	In Progress	2026-05-30	90%	90%	n/a	On Track	Van delivery late October	2026-10-31
28-07 Replacement #505 - Loader	Completed	2026-05-01	100%	100%	n/a	Completed	none	
26-12b Replacement #103 Truck - Landfill	In Progress	2026-05-14	30%	0%	n/a	On Track	Tender closing Sept 24, 26	2026-09-24
~~26-11 Replacement #303 Waste Handler - Landfill~~	~~Cancelled~~	~~n/a~~	~~n/a~~	~~n/a~~	~~n/a~~	~~Cancelled~~	~~n/a~~	~~n/a~~
26-06 Replacement #509 Loader - PW	In Progress	2026-07-06	20%	0%	n/a	On Track	Tender closing Oct 14, 26	2026-10-14
25-14 Replacement #204 – Truck	Completed	2025-05-05	100%	100%	n/a	Completed	Delivery of equipment	
24-01 Mount Pleasant Service Extension Design	In Progress	2025-06-01	75%	82%	n/a	On Track	Construction administration	2027-03-31
25-16 MPSE - Extension	In Progress	2025-07-04	80%	45%	n/a	On Track	Construction Completion	2027-03-31
24-26 MPSE - Wastewater Lift Station Upgrading	In Progress	2026-05-20	50%	30%	n/a	On Track	Cross St. mechanical assembly	2026-10-07
24-08 MPSE - Water Transmission Extension Phase V	In Progress	2024-05-28	25%	10%	100%	On Track	Crew Mobilization	2026-10-07
25-OP1 PLC Computer for Water Utility	Initiating	2026-02-16	15%	15%	n/a	Delayed	Design Approval with Contractor	date pending
25-03 Queens Place Drive Services Extension	In Progress	2025-02-20	95%	95%	100%	On Track	Substantial Completion	2026-12-30
25-04 Waterloo East Phase IIIB	In Progress	2026-02-23	50%	40%	n/a	On Track	Storm main completion	2026-10-02
26-08 CWWTF SAR Implementation Year 1	In Progress	2026-05-01	75%	50%	0%	On Track	PLC Panel Installation	2027-03-31
26-09 SQWWTF SAR Implementation	Initiating	2026-03-23	10%	5%	n/a	On Track	Award RFQ	date pending
26-07 Mill Brook Flume Assessment	Initiating	2026-06-15	15%	0%	n/a	On Track	Proposal Awarded	2026-10-02
25-08 MPSE Main Street - Roy Turner to Mersey (Water)	Initiating	2026-04-01	15%	10%	25%	Delayed	Tender posted	2026-10-15
24-30 Accessible Washrooms - Splash Pad	Initiating	2024-06-10	20%	0%	0%	On Track	Tender posted	2025-10-23
24-27 Gorham Planter Rehabilitation	In Progress	2026-06-04	85%	75%	0%	On Track	Sidewalk panel to replace	2026-10-30
24-04 LBDC Library Renovations	In Progress	2026-07-06	5%	0%	n/a	On Track	Workplan development	date pending
24-28 Old Burial Ground Wall Rehabilitation	Initiating	2025-04-29	10%	0%	n/a	Delayed	Concept to Council	date pending
25-18 Sidewalk Millard to Harley Umphrey Section 1	In Progress	2026-10-02	50%	10%	n/a	On Track	Construction Completion	2026-11-24
24-07 South Queens Outdoor Pool	In Progress	2024-10-05	95%	95%	n/a	Delayed	Heat Pump Commissioning	2026-10-16
26-15 THACC Improvements Year 1	In Progress	2026-04-17	20%	15%	0%	On Track	IFC Drawings	2026-10-16
26-10 MSB Heat Pumps	Initiating	2026-06-15	5%	5%	0%	On Track	Design of HVAC system	2026-10-31
24-09 LBDC HVAC Replacement	In Progress	2023-10-21	95%	95%	n/a	Delayed	Substantial Completion	2026-10-06
RFS Rural Fire Suppression	Initiating	2026-04-15	25%	0%	n/a	On Track	No further update at this time	date pending
26-OP2 Queens Place LED light refit - track and lobby	In Progress	2026-09-01	50%	50%	n/a	On Track	Lobby light installation	2027-03-31
26-OP3 Queens Place Roof Remediation	In Progress	2026-04-01	20%	20%	n/a	On Track	Asset management plan	2026-11-30
25-17 C&D Site Improvements	Not Started	date pending	0%	0%	n/a	At Risk	Completion of 26-12	date pending
26-12 C&D Expansion Design	Initiating	2026-04-01	15%	15%	0%	On Track	Tender for Detailed Design	date pending

Table Terminology:

Project Status:

1) Not started – work on the project yet to begin
2) Initiating – staff are actively collective information which will support project movement
3) In-Progress – project is underway and has a measurable outcome
4) Complete – project has reached substantial completion, minor deficiencies or warranty items may remain, but project is essentially ready for use
5) Cancelled – project has been terminated

(Planned) Project Start - Date when the project is expected to or did materially begin.

Internal Dependant Activities are project tasks that are being completed by municipal staff

Contracted Activities are project tasks that are being completed through contract to private party.

External Dependant Activities are project related tasks that impact or impede the project such as permitting or externally contracted work.

Timeline Status:

1) On Track – Project is moving along as expected and anticipated at this time to complete on schedule
2) At Risk – Project schedule is impeded and at risk of delay
3) Delayed – Project is behind schedule
4) Completed – Project Complete

IMPLICATIONS

There are no updates to financial impacts as adopted in the CIP at this time.

COMMUNICATIONS

Communications with impacted parties is ongoing throughout each phase of these projects.

BYLAWS/PLANS/POLICIES

2026-2031 Capital Investment Plan

2026-2029 Strategic Priorities Plan

1.3. Encourage growth
2.1. Repair and replace our aging infrastructure
2.2. Act on coastal protection and flood mitigation
2.3. Build new infrastructure to accommodate a growing population
4.1. Improve transparency and accountability
4.3. Improve internal and external communications

SUMMARY

The implementation of 31 projects in the Capital Investment Plan is underway. One remains yet to start, nine are initiated, eighteen are in progress, two completed and one cancelled.

ATTACHMENTS/REFERENCE MATERIALS

2026-2031 Capital Investment Plan

2026 Q1 Capital Progress Update

Region of Queens Municipality
Staff Report – For Information
October 13, 2026

Date: September 26, 2026

File No: 10350-60-2910-002

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: Year-to-date Community Investment Fund allocation reporting

Prepared by:	Supervisor:	CAO Concurrence:
Sal Falk *Community Economic Development Officer*	*Pat Hirtle* *Deputy Chief Administrative Office*	*Willa Thorpe* *Chief Administrative Officer*

PURPOSE

This report is for Council's information and originates with staff per Operational Policy 11- Community Investment Fund, Section 11.15, which specifies that:

Eligible funding requests of $5,000 or less are subject to approval by the Officer overseeing the Fund. All funding approvals made within this threshold will be reported to Council every month by the Officer.

With the change in Community Economic Development personnel in 2026, and the update to policy late in the 2025-2026 fiscal year that made the reporting requirement monthly, for Council and public awareness this report details ***all*** Community Investment Fund applications that have been funded this fiscal year by Community Economic Development Officers, CAO, and Council.

Moving forward, in compliance with the policy, Council will receive monthly updates detailing any ***new*** CIF allocations/disbursements since the previous reporting period. If there are no new allocations, then there will be no monthly report. In addition to monthly reporting to Council, both Council and the public may now access a summary chart that will be updated in real time as applications are approved under the Community Development section of the

Region of Queens' website (https://www.regionofqueens.com/municipal-services/economic-development/grants/cif-year-at-a-glance/).

BACKGROUND

In 2026-2027, Council approved a budget allocation of $275,000 for the Community Investment Fund – an increase of $100,000 over funding in previous years.

To date, the following organizations have received financial support from the Community Investment Fund since April 1, 2026:

Organization	Project	Approval	Approved Funding
Friends of Hank Snow Society	Operating funds	CAO	$10,000.00
SS Chronic Pain Support Comm	Operating funds	CEDO	$5,000.00
CJQC Radio Society	Operating funds	CEDO	$5,000.00
Queens County Fair Assoc	Operating funds	CAO	$10,000.00
Community Food Resource Network	Operating funds	CAO	$10,000.00
Queens County Museum	Operating funds	CAO	$10,000.00
The Friends of Carroll Baker Society	Operating funds	CEDO	$1,000.00
Medway Area Heritage Society	Operating funds	CEDO	$1,000.00
Liverpool Golf Club Society	Operating funds	CEDO	$1,000.00
Nova Adult Hockey Assoc.	Operating funds	CEDO	$2,699.00
North Queens Heritage Society	Operating funds	CEDO	$4,149.00
Autism NS - South Shore Chapter	Operating funds	CEDO	$4,422.00
South Shore Flying Club	Operating funds	CAO	$8,008.00
Mersey Band Society	Operating funds	CEDO	$3,840.00
Second Story Women's Centre	Operating funds	CEDO	$5,000.00
Queens County Track Society	Operating funds	CAO	$10,000.00
South Shore Open Doors Association (SSODA)	Operating funds	CEDO	$5,000.00
South Queens Chamber of Commerce	Operating funds	CEDO	$2,046.00
North Queens Board of Trade	Operating funds	CAO	$10,000.00
Milton Heritage Society	Operating funds	CAO	$610.00
YMCA of Southwest Nova Scotia	Operating funds	CAO	$10,000.00
Mersey Tobeatic Research Institute	Operating funds	CAO	$10,000.00

West Queens Recreation Association	Operating funds	CAO	$10,000.00
Seaside Recreation & Community Centre	Operating funds	CAO	$10,000.00
South Shore Multicultural Assoc.	Operating funds	CEDO	$4,500.00
Queens Care Society	Operating funds	CAO	$6,800.00
Privateer Farmers and Artisans Market	Operating funds	CEDO	$5,000.00
Liverpool Women's Hockey Assoc.	Tournament hosting	CEDO	$500.00
Liverpool Baseball U11 Tournament	U11 Provincials tournament hosting	CEDO	$500.00
Privateer Days Commission	Privateer Days event support	CAO	$7,007.00
Liverpool International Theatre Festival	Festival support	CAO	$7,338.00
Trinity Anglican Church - Community Cafe	Community breakfast kitchen upgrades	CEDO	$7,896.00
New Grafton Community Association	Eligible for up to 50% of total cost ($3,216.50)	CEDO	$1,608.25
Team: Joan & Carolyn Weagle	Crib Provincial Dbls- May 8 - Eastern Passage	CEDO	$350.00
Team: Gwen & Darren Lowe	Crib Provincial Dbls- May 8 - Eastern Passage	CEDO	$350.00
Team: Robar/Robia/MacNutt/Conrad	Provincial Darts - May 15-17 - Elmsdale, NS	CEDO	$350.00
Team: Tiffany Robar & Corey MacNutt	Provincial Darts - May 2 - Westville, NS	CEDO	$350.00
Team: Karleigh Porter & Tristin Freeman	Provincial Darts - May 2 - Westville, NS	CEDO	$350.00
Team: Tara & Jamie Hansen	Provincial Darts - May 2 - Westville, NS	CEDO	$350.00
Team: Kim Westhaver & Allan Roberts	Crib Provincial Dbls- May 8 - Eastern Passage	CEDO	$350.00
Team: Grezaud/Feakes/Mansfield/Hansen	Provincial Darts - May 15-17 - Westville, NS	CEDO	$350.00
Team: Ashley & Roger Grezaud	Crib Provincial Dbls- May 8 - Eastern Passage	CEDO	$350.00
Team: Sabrina & Tom Seldon	Crib Provincial Dbls- May 8 - Eastern Passage	CEDO	$350.00
Individual: Tara Hansen	Maritimes Singles Dart - June 12-14 -Salisbury, NB	CEDO	$300.00

Individual: Jamie Hansen	Maritimes Singles Dart - June 12-14 -Salisbury, NB	CEDO	$300.00
Individual: Taylor Demone	National Track & Field- Ottawa, ON	CEDO	$300.00
Team: Shelley Frail/Macnutt/Chouinard/Ozon	Ladies Over 50 Dart Provincials. Sept 12, Middleton, NS	CEDO	$350.00
Team: Joan Weagle, Carolyn Weagle, Pat Ross, Sheila Oickle, Michelle Verge	Over 50 Provincial Darts	CEDO	$350.00
Team: Joan & Carolyn Weagle	Maritime Cribbage Finals	CEDO	$550.00
Team: Angela Feakes, Rose Mansfield, Barbara Dagley, Gwen Lowe	Ladies Over 50 Provincials	CEDO	$350.00
Maria McKinnon	Scottish Dance competition in Manitoba	CEDO	$400.00
Queens County Arts & Crafts Society	Art tour (accepted outside operating fund intake)	Council	$900.00
Brooklyn Community Hall	Exterior ramp upgrades and accessible washroom improvements	Council	$25,000.00
Habitat for Humanity	Construction of duplex non-profit housing	Council	$25,000.00
		TOTAL	**$247,223.25**

IMPLICATIONS

As at September 26, 2026, a total of $27,776.75 remains unspent from budgeted Community Investment Funds.

Application calls remain open for CIF capital, training, and travel projects, while any additional Operating funding requests that may be received outside of the traditional Winter intake period will be referred to Council for consideration.

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: October 8, 2026

File No: 10350-60-2910-003

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: J-Class Roads – Paving Application

Prepared by:	CAO Concurrence:
A. Grant, Director of Infrastructure	*W. Thorpe, CAO*

RECOMMENDATION

THAT Council for Region of Queens Municipality submit an application to the Province of Nova Scotia for cost-sharing paving of three segments of J-class roads:

a. 553 metres of 0684 Emeneau Road, Brooklyn;
b. 163 metres of 0655 French Street, South Brookfield;
c. 224 metres of 0686 M. Smith Road, Liverpool;

PURPOSE

To receive Council direction on selecting J-Class roads to upgrade within Queens County under a cost-sharing program.

BACKGROUND

Each year, the Province of Nova Scotia accepts applications from municipalities who are interested in upgrading J-Class roads in their municipal jurisdiction. Municipalities must provide a list of priority roads to the province for their consideration, and the province may agree to cost-share the upgrade for the upcoming fiscal and construction year.

In 2024, staff undertook and presented a comprehensive condition assessment (attached) of J-class infrastructure to Council in preparation for application under this program. During deliberations, Council identified 7 road sections from Appendix B of that document which were subsequently applied for in the 2025-2026 program. All seven road sections were denied. In 2025 Council opted to apply for three road sections, one of which was approved.

Those applications by Council for the most recent two years are summarized below:

Road Name	Program Year	Section	Length	Application Date	Approved
FOREST	2025/26	Highway 8 to Pleasant	0.334	2024-10-02	No
EMENEAU	2025/26	Highway 3 to Richardson	0.553	2024-10-02	No
FRENCH	2025/26	208 to End	0.163	2024-10-02	No
M. SMITH	2025/26	Highway 3 to end	0.224	2024-10-02	No
ROXBURY	2025/26	Port Medway Road to end	0.281	2024-10-02	No
WHARF ROCK	2025/26	Shore Road to end	0.690	2024-10-02	No
WOLFE	2025/26	Jurisdiction Line to End	0.188	2024-10-02	No
FOREST	2026-27	Highway 8 to Pleasant	0.334	2025-10-14	Yes
EMENEAU	2026-27	Highway 3 to Richardson	0.553	2025-10-14	No
FRENCH	2026-27	208 to End	0.163	2025-10-14	No

ALTERNATIVES/OPTIONS

1) Council for Region of Queens Municipality submit an application to the Province of Nova Scotia for cost-sharing paving of three segments of J-

class roads:

a. 553 metres of 0684 Emeneau Road, Brooklyn;
b. 163 metres of 0655 French Street, South Brookfield;
c. 224 metres of 0686 M. Smith Road, Liverpool;

2) Council direct staff to apply for other J-class listed roadways.

3) Council provide staff with alternate direction.

ANALYSIS

Option 1: Forest Street in Milton was approved under the current program year. The recommendation is to apply for the two priority sections selected by Council in 2025 and adds back in M. Smith Road which was applied for in 2024.

The priority ranking that was completed in 2024 has not been repeated but is expected in 2027.

Option 2: Under this option, staff will send an application for cost-share paving of the roads which Council directs.

IMPLICATIONS

There are no financial implications to apply to the Province of Nova Scotia's cost-sharing program. Should the Province agree to enter into a cost-share agreement for paving, the projected cost would be included in the 2027-2028 Capital Investment Plan and 2027 work plan.

COMMUNICATIONS

Staff will communicate the work plan to the public for any approved road segments.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

The Province of Nova Scotia offers an annual cost-sharing program for municipalities interested in upgrading J-Class roads. Staff recommend that Council for Region of Queens Municipality submit an application to the Province

of Nova Scotia for cost-sharing paving of three segments of J-class roads in Queens County.

ATTACHMENTS/REFERENCE MATERIALS

2024-09-10 Regular Meeting of Council – Staff Report – J-Class Road Assessment

Council Implementation Tracker

Date	Resolution	Moved By	Responsibility	Sub Department	Action Taken to Date, Next Steps, and Timeline	Status
September 22 2026	THAT Council for Region of Queens Municipality write to the Province requesting safety improvements to Beach Meadows Beach Road, including widening the road, reducing the current 50 km/h speed limit to a more suitable speed limit, clearing overgrown roadside vegetation, and clearing the two culverts obstructed by vegetation.	Amirault	Administration	Communications Officer	Letter to be drafted for Mayoral review and signature before dispatch.	In Progress
September 22 2026	THAT Council for Region of Queens Municipality direct staff to express the Municipality's interest in the Bat-friendly Community Certification program and request further information on the program and certification requirements.	Wentzell	Administration	Communications Officer	Letter to be drafted and sent.	In Progress
September 22 2026	THAT Council for Region of Queens Municipality receive the joint submission from fixed-roof accommodation operators for information.	Carver	Administration	Community Economic Development	Meeting with accommodations operators' with Mayor and staff to discuss Accommodations Levy was held on 9/29. Input from operators will be key part of shaping terms of reference for advisory committee terms of reference that will be brought to Council for first consideration prior to end of 2026 calendar year.	Completed

September 22 2026	THAT Council for Region of Queens Municipality direct staff to further develop Administrative Policy No. 102 with consideration for residents residing in temporary structures.	Charlton	Administration	Policy Analyst / Infrastructure	Staff will engage and develop revisions, with intent to report back before end of 2026.	In Progress
September 22 2026	THAT Council for Region of Queens Municipality not adopt Administrative Policy No. 102 – Level of Service – Curbside Solid Waste Collection at this time and continue current curbside solid waste collection practices.	Amirault	Infrastructure			
September 22 2026	THAT Council for Region of Queens Municipality remove the three-hour parking restriction from the municipal parking lots on Henry Hensey Drive, allowing all-day parking.	Amirault	Infrastructure			
September 22 2026	THAT Council for Region of Queens Municipality repeal Bylaw No. 2 – A Bylaw Respecting Burning.	Charlton	Administration	Policy Analyst	Two readings are required to legally complete the repeal of this Bylaw. First reading will take place on October 13, followed by second reading on November 10, 2026.	In Progress
September 22 2026	THAT Council for Region of Queens Municipality approve the recommendation of the Inclusion Queens Committee and allocate $1,000 from the Committee's Diversity and Inclusion Small Grant Program to support the fifth annual National Day for Truth and Reconciliation event taking place on September 30, 2026.	Roy	Administration	Accessibility Coordinator	Cheque requisition completed.	Complete
September 22 2026	THAT Council for Region of Queens Municipality receive the report titled "Quarterly Update – Strategic Action Plan and Grant Application Summary" for information.	Jenkins	Administration			Complete

September 22 2026	THAT Council for Region of Queens Municipality accept the 2026–2027 Quarter 1 Financial Report as presented.	Jenkins	Finance			Complete
September 8 2026	THAT Council for Region of Queens Municipality direct staff to investigate options for sidewalk extensions within the Town of Liverpool, with particular focus on high-density areas and neighbourhoods such as Barrs Street and Old Port Mouton Road.	Charlton	Infrastructure		2026-09-21Meeting rescheduled by Consultant to 2026-10-07 2026-09-14 Meeting rescheduled by Consultant to 2026-09-23 2026-09-09 Meeting scheduled with Consultant for 2026-09-16 **Objective: Staff report to Council 2026-12-08**	In Progress
September 8 2026	THAT Council for Region of Queens Municipality direct the Traffic Authority to review traffic patterns on Barrs and Croll Streets and report back to Council with options for traffic calming measures.	Charlton	Infrastructure		2026-09-21Meeting rescheduled by Consultant to 2026-10-07 2026-09-14 Meeting rescheduled by Consultant to 2026-09-23 2026-09-09 Meeting scheduled with Consultant for 2026-09-16 **Objective: Staff report to Council 2026-12-08**	In Progress
September 8 2026	THAT Council for Region of Queens Municipality receive the petition for road repairs and paving of Upper West Street in Milton for information; prepare a letter of advocacy supporting road repairs on Upper West Street specifically and throughout Queens County generally; and THAT the Mayor advocate for roadside trimming on rural roads to improve visibility and public safety.	Roy	Administration	Communications Officer	Letter to be drafted for Mayoral review and signature before dispatch.	In Progress
September 8 2026	THAT Council for Region of Queens Municipality refer the review of the *Guide for Water Utilities and Municipalities* to the Source Water Protection Advisory Committee and request recommendations regarding the inclusion of external parties in the membership of the Committee.	Charlton	Infrastructure			

September 8 2026	THAT Council for Region of Queens Municipality adopt the Terms of Reference for the Source Water Protection Committee as presented.	Wentzell	Infrastructure			Completed
September 8 2026	THAT Council for Region of Queens Municipality receive the correspondence from Cycling Nova Scotia and the Nova Scotia Department of Public Works regarding the Blue Route Provincial Cycling Network for information.	Carver	Administration		No further action at this time.	
September 8 2026	THAT Council for Region of Queens Municipality provide a letter of support to Queens Rails to Trails and Queens County ATV Association for the proposed registration of the new multi-use trail connection between Brooklyn and Port Mouton with Trans Canada Trail.	Jenkins	Administration	Communications Officer	Letter written and sent - September 22, 2026	Completed
September 8 2026	THAT Council for Region of Queens Municipality amend Administrative Policy 59 – Sewer Fees effective October 1, 2026 to include a betterment fee of $3,000 per residential unit and $20 per square metre for commercial development.	Charlton	Finance			
September 8 2026	THAT Council for Region of Queens Municipality amend Administrative Policy 59 – Sewer Fees effective April 1, 2027 with an equivalent user unit fee of $358.00 per year, a septage treatment disposal rate of $33.50 per tonne for inside Queens, a septage treatment disposal rate of $44.30 per tonne for outside Queens, and a leachate treatment fee of $43.60 per tonne from Queens Solid Waste Management Facility.	Wentzell	Finance			

September 8 2026	THAT Council for Region of Queens Municipality receive the report titled "Council Implementation Report" for information.	Wentzell	Administration	Municipal Clerk	No further action at this time.	
September 8 2026	THAT Council for Region of Queens Municipality provide a grant to Habitat for Humanity Nova Scotia for new capital expenses in the amount of up to $25,000 from the 2026-2027 Community Investment Fund Capital Investment Fund.	Fancy	Administration	Community Economic Development	Cheque requisition filed with Finance.	Completed
September 8 2026	THAT Council for Region of Queens Municipality provide a grant to the Queens County Arts and Crafts Society for operating expenses in the amount of up to $900 from the 2026-2027 Community Investment Fund.	Amirault	Administration	Community Economic Development	Cheque requisition filed with Finance.	Completed.
September 8 2026	THAT Council for Region of Queens Municipality receive the report titled "Tax Districts" for information, provide direction to staff as discussed, and that the matter be brought back to Council at a future meeting.	Jenkins	Finance			
September 8 2026	THAT Council of the Region of Queens adopt the audited financial statements as recommended by the Audit and Internal Control Committee at their August 31, 2026 meeting as presented.	Jenkins	Finance			
August 11, 2026	THAT Council for Region of Queens Municipality direct the Fire Services Committee to develop a strategic plan related to modernizing fire services in Region of Queens Municipality.	Fancy	Administration	Protective Services	Following discussion at the September Fire Services Committee meeting, the Chiefs agreed to begin the strategic planning process. Updated expected at December Fire Services meeting.	In Progress
August 11, 2026	THAT Council for Region of Queens Municipality direct staff to investigate the possibility of organizing a Disability Expo.	Roy	Administration	Accessibility	Referred to Accessibility Coordinator to work with Accessiblity Committee on developing event framkework.	In Progress

August 11, 2026	THAT Council for Region of Queens Municipality approve Liverpool Regional High School's Unified Baseball Tournament application for Inclusion Queens Small Grant funding in the amount of $500.00 for their September 2026 tournament.	Roy	Administration	Accessibility	Cheque req has been filed with Finance and will be picked up upon completion.	Completed
August 11, 2026	THAT Council for Region of Queens Municipality receive for discussion the draft Mandate and Terms of Reference for the Recreation Facilities Advisory Committee; AND THAT Council provide staff with feedback and direction on the draft Mandate and Terms of Reference, directing staff to return at a future meeting of Council with updated drafts for adoption, including increasing the Committee to ten members, consisting of eight community members, one of whom shall represent the Indigenous community, and two Councillors; AND THAT the language surrounding representation identifies such representation as "preferred" rather than "mandatory", AND THAT staff provide clarity that the mandate encompasses all recreation properties; AND THAT the meeting frequency be increased from quarterly to monthly.	Amirault	Administration	Clerk	Referred to staff for revision; staff to return with revised version at October 13 Council meeting.	In Progress

August 11, 2026	THAT Council for Region of Queens Municipality request that the Traffic Authority consider interim safety measures at the Main Street and School Street intersection while awaiting the planned intersection upgrades.	Charlton	Infrastructure		2026-09-21Meeting rescheduled by Consultant to 2026-10-07 2026-09-14 Meeting rescheduled by Consultant to 2026-09-23 2026-09-09 Meeting scheduled with Consultant for 2026-09-16 2026-08-27 Potential options being assessed **Objective: Staff report to Council 2026-11-24**	In Progress
August 11, 2026	THAT the Council of the Region of Queens Municipality award INF17-2026-2027 Traffic Engineering – Main and School to CBCL at a price of $36,503.00 + HST, funded from the accumulated surplus. AND THAT the Council of the Region of Queens Municipality direct staff to include the project in the 2027 Capital Investment Plan with construction scheduled to be completed by March 2028.	Amirault	Infrastructure		2026-08-24 Initiation with Consultant complete **Objective: Staff report to Council 2027-03-23**	In Progress
August 11, 2026	THAT Council for Region of Queens Municipality adopt the updated Litter Collection Program Guidelines for Operational Policy 100 – Litter Collection, as presented.	Wentzell	Infrastructure			
August 11, 2026	THAT Council for Region of Queens Municipality direct staff to carry out additional research and prepare a revised version of draft Bylaw 30 (Well Loan Program), providing specific requests for changes or information to consider.	Wentzell	Administration	Policy Analyst	Deferred as a result of competing priorities to the October 27 Council meeting.	Scheduled
August 11, 2026	THAT Council for Region of Queens Municipality adopt amended Administrative Policy 3 – Council Appointments to Committees, as attached and amended to remove 'unanimous consent', thereby repealing and replacing the version adopted by Council on April 9, 2019.	Charlton	Administration	Policy Analyst		Completed

August 11, 2026	THAT Council for Region of Queens Municipality receive the report titled 'Council Implementation Report' for information.	Carver	Administration	Policy Analyst	Municipal Clerk will return with requested updates.	Completed
August 11, 2026	THAT Council for Region of Queens Municipality authorize entering into the 2027-2030 Three-Year Cost Share Agreement for Subdivision Streets - Agreement No. 2026-017, with the Nova Scotia Department of Transportation and Infrastructure, AND THAT the Mayor and Chief Administrative Officer be authorized to execute the Agreement on Council's behalf.	Amirault	Administration		Agreement signed and sent	Complete
July 14, 2026	THAT Council for Region of Queens Municipality accept the terms of a successful performance review for the CAO, as discussed *In Camera*.	Jenkins	Administration			Complete
July 14, 2026	THAT Council for Region of Queens Municipality appoint Laurie Frandsen to the Inclusion Queens Advisory Committee, for a term to expire October 31, 2028.	Carver	Administration	Municipal Clerk	Committee information Updated.	Complete
July 14, 2026	THAT Council for Region of Queens Municipality direct staff to commission an independent market appraisal of the property located at 14 Middlefield Road with PID 70247887, and return to a future in-camera Council meeting with a staff report outlining options for Council's consideration.	Amirault	Administration	Project Officer	Staff have initiated this process as of July 20. Report to Council will follow in October.	In Progress

July 14, 2026	THAT Council for Region of Queens Municipality direct staff to come back with an amendment to Administrative Policy Number 3, to allow for more flexibility in Committee appointments.	Charlton	Administration	Municipal Clerk	Underway, report coming to Council on August 14.	Complete
July 14, 2026	THAT Council for Region of Queens Municipality direct staff to return with a report with an update on motion 10350-60-2601-002, an update on the approach and timeline for replacement of water meters, and an update on the expected timeline associated with the NSURAB permitting process for this project, and return to Council with options to consider.	Charlton	Infrastructure		Updates to "update on motion 10350-60-2601-002" are provided on that line. Water Meter replacement scheduled on Now, Next, Later on 2026-04-30 as 'Next' 2026-07-30 Meter replacement tender in development 2026-08-28 RFP at 90% 2026-09-11 Tender remains in development at 95% **Objective: Tender results presented during CIP deliberations in January** 2026-07-24 RAB returned application with two new information requests to be submitted by 2026-08-08 2026-08-12 RAB approval recieved. **2026-08-12 Complete**	In Progress
July 14, 2026	THAT Council for Region of Queens Municipality adopt the revised Terms of Reference for the Community Monitoring Committee, as attached to the Staff Report dated July 2, 2026.	Jenkins	Administration	Municipal Clerk	Committee Information Updated.	Complete

July 14, 2026	THAT Council for Region of Queens Municipality approve and adopt the revised Terms of Reference for the Accessibility Advisory Committee, as set out in Appendix A to the Staff Report dated June 11, 2026.	Roy	Administration	Municipal Clerk	Committee Information Updated.	Complete
July 14, 2026	THAT Council for Region of Queens Municipality direct staff to dissolve the current Pool Steerage Committee with gratitude for their work, and facilitate the creation of a Recreation Facility Advisory Committee with a mandate and Terms of Reference to return to Council for adoption at the next Council meeting.	Fancy	Administration	Municipal Clerk	Revised TOR and report coming to Council on October 13 for consideration.	In Progress
July 14, 2026	THAT Council for Region of Queens Municipality direct the Mayor to respond to the South Shore Housing Action Coalition confirming Region of Queens Municipality's continued participation in the partnership, with a continued emphasis on Queens County context respecting housing security.	Charlton	Administration	Communications Officer	Completed and sent July 30, 2026	Complete
July 14, 2026	THAT Council for Region of Queens Municipality give Second and Final Reading to Bylaw No. 29 – Accommodation Levy, pursuant to Section 75A of the Municipal Government Act, to come into effect October 1, 2026.	Wentzell	Administration	Project Officer	Staff have confirmed approach to implementing administrative processes outlined in the Bylaw; community outreach and operator involvement have taken place. Staff will in future return to Council with reocmmended TOR for establishing a committee to advise Council on investment of levy funds.	Complete

July 14, 2026	THAT Council for Region of Queens Municipality receive the report titled 'Council Implementation Report' for information.	Jenkins	Administration	Municipal Clerk	Municipal Clerk will return with requested updates.	Complete
July 14, 2026	THAT Council for Region of Queens Municipality approve a grant to the Brooklyn Recreation Committee for eligible capital upgrade expenses in an amount of $25,000.00 from the 2026–2027 Community Investment Fund, in accordance with the Community Investment Fund Policy; AND THAT the grant be conditional upon the Brooklyn Recreation Committee providing proof of eligible expenditures to the satisfaction of staff prior to disbursement of funds.	Amirault	Community Economic Development	Community Economic Development	Cheque requisition has been filed with Finance and will be disbursed based on CIF policy.	Complete
July 14, 2026	THAT Council of Region of Queens Municipality direct staff to proceed with Phase 2 of the Water Conservation & Storage Program during the 2026–27 fiscal year; AND THAT Phase 2 of the Water Conservation & Storage Program focus, for an initial period ending three (3) weeks after commencement, on in-person registration sessions for low-income residents in West Queens and North Queens (including the Caledonia and Greenfield areas), and that thereafter, if funds remain in the program, it be opened to all eligible Region of Queens Municipality residents until funds are exhausted; AND THAT $33,000.00 from the Region of Queens Rural Water Initiative be allocated to fund Phase 2 of the Water Conservation & Storage Program.	Charlton	Administration	Protective Services	Phase 2 as described in the motion is proceeding in September, with four community engagement sessions set for the week of September 14-17 to allow low-income residents to sign up for the rain barrel program. - 4 community sessions completed (only 3 residents attended). Staff have been calling all the existing low-income registered residents and good headway through those phone calls.	In Progress

July 14, 2026	THAT Council for Region of Queens Municipality direct staff to get cost estimates for having this done by a contractor with the gravity retaining wall system to verify costs and return to Council with options.	Jenkins	Infrastructure		2026-09-01 Scheduled for October **Objective: Staff report to Council 2027-11-24**	Scheduled
June 23, 2026	THAT Council for Region of Queens Municipality direct staff to come back at the July 14th meeting with options on how we can expand our rain barrel and tote program.	Amirault	Administration	Administration	Staff report received at July 14 Coucnil meeting	Complete
June 23, 2026	THAT Council for Region of Queens Municipality request that the Traffic Authority provide recommendations respecting traffic calming measures for Henry Hensey Drive.	Amirault	Infrastructure		2026-07-28 Staff report to Council pending 2026-10-13 **Objective: Staff report to Council 2027-10-13**	In Progress
June 23, 2026	THAT Council for Region of Queens Municipality enters into an easement agreement with Nova Scotia Power Inc. to grant use of land for the installation and maintenance of one utility pole and underground power transmission cabling along Old Cobbs Barn Road in Liverpool.	Carver	Community Economic Development		Staff have engaged Tesla and Nova Scotia Power on the plan to provide power to the site underground as discussed in staff report.	Complete
June 23, 2026	THAT Council for Region of Queens Municipality direct staff to return with a report outlining potential amendments to the Solid Waste Bylaw to accommodate residents with excessive medical waste, including an increase to the black privacy bag allotment from one (1) to two (2) bags, and the results of consultation with GE regarding any proposed changes.	Carver	Infrastructure		2026-06-29 Work scheduled for fall 2026	Scheduled
June 23, 2026	THAT Council for Region of Queens Municipality approve the naming of a new private road off Highway 3 in Summerville Centre as Flat Rocks Lane.	Jenkins	Land Use			Complete

June 23, 2026	THAT Council for Region of Queens Municipality direct staff to proceed with an accessible washroom facility adjacent to the playground at the Etli Milita'mk Universally Designed Playpark, to operate 365 days per year.	Roy	Infrastructure		2026-06-29 Design and development in progress by staff and contractor **Objective: Facility open to the public Spring 2027**	In Progress
June 23, 2026	THAT Council for Region of Queens Municipality direct staff to proceed with design work for replacing the failed façade at Queens Place Emera Centre with prefinished metal siding.	Jenkins	Infrastructure		2026-06-30 Architect is designing the facade panel and creating tender spec for repair with the approved metal siding finish. **Objective: Completed 2027-03-30**	In Progress
June 09, 2026	THAT Council for Region of Queens Municipality direct staff to initiate discussions with the Lunenburg County Regional Emergency Management Organization (Lunenburg REMO) regarding the Region of Queens Municipality joining the existing regional emergency management structure; AND THAT staff be directed to work with Lunenburg REMO to return to a future Regular meeting of Council with a report outlining the proposed Inter- Municipal Service Agreement (IMSA), governance structure, financial implications, and implementation requirements associated with the Region of Queens Municipality joining Lunenburg REMO; AND THAT Council for Region of Queens Municipality direct staff to proceed with application to the Nova Scotia Department of Emergency Management 2026–27 Regional Emergency Readiness Grant program in collaboration with the preferred REMO partner.	Charlton	Administration	Protective Services	CAO's office has received letter from Lunenburg County REMO requesting more information; CAO, Deputy CAO, Director of Protective Services have drafted response to be returned to LC REMO. - Mayor and staff attended the Lunenburg REMO Advisory Committee meeting to answer their questions. We will hear back after their November meeting.	In Progress

June 09, 2026	THAT Council for the Region of Queens Municipality direct staff to proceed with implementing Phase 1 of the proposed accessibility upgrades at Pine Grove Park in partnership with the Nova Scotia Guide Service; AND THAT Council for the Region of Queens Municipality direct staff to further investigate costs, funding opportunities and implications of Phase 2, and refer consideration of Phase 2 to the 2027/2028 Budget deliberations.	Wentzell	Administration	Community Economic Development	RQM staff, Department of Fisheries (inland), community partners including Wasoqopa'q First Nation held project kickoff meeting in early September; pre-work archaeological assessment of the site takes place in September with report to follow, which will inform next steps in planning process. Staff to provide report/update to Council by December following receipt of archaeological impact assessment.	In Progress
June 09, 2026	THAT Council for Region of Queens Municipaltiy direct staff to proceed with modifying College Street in Liverpool to become a one-way street.	Fancy	Infrastructure		2026-06-22 Signage plan completed, signs ordered. Signs scheduled for install 2026-06-30 College will be effectively a one-way on 2026-07-13	Complete
June 09, 2026	THAT Council for Region of Queens Municipality direct staff to incorporate gender-based violence considerations into the Community Wellness Strategy.	Carver	Administration		GBV is incorporated in RQM planning appraoch to Community Safety and Wellbeing strategy. Staff havealso initiated conversations with Accesibility Committee around opportunities for public education.	Complete
May 26, 2026	THAT Council for Region of Queens Municipality enter into an easement agreement with Queens Neighbourhood Co-operative Housing Ltd. (QNCH) for the purpose of constructing a retaining wall, catch basin, and drainage ditch to address storm water issues within QNCH property identified as PID 70027982; and THAT all costs incurred in this transaction be borne by Queens Neighbourhood Co-operative Housing Ltd.	Wentzell	Land Use		Staff have forwarded a draft copy of the easement agreement to the Municipal solicitor for review and comment.	Complete

May 26, 2026	THAT Council for Region of Queens Municipality authorize staff to enter into a lease agreement with Sammy Cochrane to operate his business, Crepes by the Coast, in the Beach Meadows Beach kiosk, for a period from June 1 to September 1, 2026, inclusive, with a mutual option to renew for 2027.	Jenkins	Community Economic Development	Community Economic Development	Vendor is occupying the kiosk space.	Complete
May 26, 2026	THAT Council for Region of Queens Municipality accept this report for information and direct staff to: 1) fund completed capital project costs from the 25/26 Capital Investment Plan that are ineligible for Build Canada Strong Funding from the accumulated surplus in the amount of $117,179; and 2) fund eligible cost overruns from the Wastewater UV upgrade project in the amount of $142,691 from the Build Canada Strong Fund.	Charlton	Finance		To be completed during year end process	Complete
May 12, 2026	THAT Council for Region of Queens Municipality direct staff to explore the implementation of a Well Loan Program (Pilot) with an initial allocation of $100,000, enabled under Section 81A of the Municipal Government Act, and direct staff to: (a) prepare draft Bylaw No. 30, "A Bylaw Respecting Potable Rural Water Supply Upgrade Lending Program," for Council's consideration at First Reading and (b) explore partnership opportunities with Clean Foundation for the facilitation and administration of the Well Loan Program in 2026.	Charlton	Administration	Policy Analyst	Well Loan Bylaw next scheduled to return to Council on October 27.	In Progress

May 12, 2026	THAT Council for Region of Queens Municipality approve the implementation of Community Partnership Wells as a pilot in 2026, with up to four (4) sites to be identified and confirmed through well testing and agreement with community partners, with an estimated allocation of up to $100,000, and direct staff to report back to Council on site selection, partnership terms, and availble grant funding from other sources prior to finalization.	Carver	Administration	Protective Services	Staff are engaged with community partners on site data collection; Awaiting application response from Sustainable Communities Challenge Fund to support/offset the cost of this initiative - filed in July. - Community groups are interested. Grant applied for and awaiting response on grant before moving forward.	In Progress
May 12, 2026	THAT Council for Region of Queens Municipality award Tender INF16-2026-2027, for Phase IIIb of the Waterloo East project, to Dexter Construction Company Limited at the tendered price of $2,352,656.25, plus HST, as recommended by staff, and that staff return to Council with further information for the shortfall of this project outside of grants with options for long term borrowing.	Charlton	Infrastructure		2026-05-12 Intent to award provided to contractor, contract development underway 2026-05-28 Contractor has advised they will mobilize early July 2026-06-30 Public meeting scheduled for 2026-07-07, contractor expected to start within following week 2026-08-07 - contractor making steady progress on project from Jul 14 onwards **Objective: Completed 2026-12-30**	In Progress
May 12, 2026	THAT Council for Region of Queens Municipality authorize staff to proceed with the design and tender of planned upgrades at the Town Hall Arts and Cultural Centre, as budgeted in the 2026–2031 Capital Investment Plan.	Jenkins	Infrastructure		2026-05-12 Intent to award provided to consultant, contract development underway 2026-05-27 Design work by contractor underway 2026-08-31 30% design stage complete	In Progress
May 12, 2026	THAT Council for Region of Queens Municipality approve the amended location for eight (8) electric vehicle charging stations and authorize the Municipality to enter into the amended agreement with Tesla Motors Canada ULC.	Carver	Administration		Staff are working with Tesla to finalize plan for implementation per direction of Council; Acessibilty Committee was asked to provide input on location/potential impact for playground users nearby.	Complete

April 28, 2026	THAT Council for Region of Queens Municipality direct staff to explore the creation of a committee or group of accommodation operators and municipal representatives, to recommend use of revenue collected though the Accommodation Levy during its implementation.	Amirault	Administration		Staff will be developing and returning to Council with a Terms of Reference for this advisory committee and a proposal for future distribution of levy funds to support events development and tourism in Q3 2026.	In Progress
April 28, 2026	That Council of Region of Queens Municipality direct staff to develop and issue a Request for Proposal for the seasonal use of the market stalls located on Henry Hensey Drive in Liverpool, with preference given to vendors who can commit to providing consistently available, affordable, regionally sourced farm produce.	Amirault	Community Economic Development		Two RFPs were issued with no response. Staff have been working with local vending commuity to try to identify any interested users for the site.	Complete
April 28, 2026	THAT Council for Region of Queens Municipality direct Staff to engage with the directors of the Hank Snow Society to determine the best way the Municipality can proceed to support the organization.	Fancy	Administration		Referred to Economic Development staff for engagement following site/building assessment, which was completed in July. Electrical upgrades on site to support new digtial signage were completed in July 2026. Ec Dev staff will engage with Hank Snow Snow Society folks in Q3 regarding assisting them in developing a plan for sustainable operatiions.	In Progress
April 14, 2026	THAT Council for Region of Queens Municipality direct the Audit & Internal Control Committee to consider and provide Council with a recommended approach to maintenance of the Reserve funds.	Christian	Finance		Committee reviewed draft policy language at their Aug. 31 meeting	In Progress
April 14, 2026	THAT Council for Region of Queens Municipality direct staff to continue actively seeking grants that would align with the trail project connecting Dr. John C. Wickwire Academy to "the Lot"/ Liverpool Library, and that any identified grant opportunity be brought back to Council for consideration.	Amirault	Recreation		Continuously searching for applicable grants and determining eligibility.	In Progress

April 14, 2026	THAT Council for Region of Queens Municipality enter into an easement agreement with the Queens Home for Special Care Society for the purpose of installing and maintaining infrastructure to connect to the Municipality's storm sewer system; AND THAT any costs incurred in this transaction be borne by the Queens Home for Special Care Society.	Charlton	Land Use		Easement agreement has been executed and will be forwarded to Municipal solicitor to record at Land Registration Office	Complete
March 31, 2026	THAT the Council of the Region of Queens Municipality direct staff to research, draft, and report back on proposed revisions to Administrative Policy #59 – Sewer Fees Policy with the intent of setting out Wastewater Betterment Charge fees and specifying when implementation of those fees will begin.	Charlton	Infrastructure		Staff Report scheduled 2026-09-08 2026-09-08 Completed	Complete
March 31, 2026	THAT the Council of Region of Queens Municipality adopt Operational Policy 100 – Litter Collection, and to direct staff to consider an approach for disposal of litter collected outside of the program.	Charlton	Infrastructure		OP#100 implementation underway. Amendment to be developed in summer 2026 2026-06-18 Scheduled for 2026-08-11 Council	Complete
March 31, 2026	THAT Council of the Region of Queens Municipality direct staff to proceed with the personnel matter as directed during the Closed Session.	Amirault	Administration			In Progress
March 24, 2026	THAT Council for Region of Queens Municipality approve the installation of two (2) 12-inch diameter service club recognition signs for the Lions Club and Kiwanis Clubs, mounted on a single post at the Bristol Avenue intersection adjacent to the existing Liverpool downtown wayfinding signage, as illustrated in the rendering enclosed in this report.	Fancy	Community Economic Development		Signs have arrived and are pending installation.	Complete

March 10, 2026	THAT Council direct Staff to engage with the Province to explore amending the GRID terms and conditions to reflet only Phase One.	Charlton	Infrastructure		2026-03-11 Met with PNS, directed by PNS to provide update with next PMR due 2026-04-30 2026-05-04 Updated PMR submitted to Province for consideration to realign funding to support other CIP work 2026-06-18 No update from the province 2026-07-22 Revised PMR accepted by the Province	Complete
March 10, 2026	THAT the branding be changed to read "Queens County" and that staff identify opportunity for additional programing, and that the Coat of Arms will still be used for official documents.	Charlton	Community Economic Development		Rollout has been substantially completed. Vehicles and larger signage will be replaced/upgraded to the new branding through attrition as items are scheduled for replacement.	Complete
March 10, 2026	THAT Staff be directed to develop a policy defining the role and responsibilities of the Deputy Mayor.	Charlton	Administration	Policy Analyst	Deferred to Q3/Q4 as this is a lower priority item.	Scheduled
February 10, 2026	THAT Council enter into a purchase and sale agreement with the Nature Conservancy of Canada respecting the transfer of Municipal lands identified as PID 70067921 and located at 242 East Port L'Hebert Road in the community of East Port L'Hebert to the Nature Conservancy of Canada for $1.00, AND THAT the transfer of title incorporates a commitment from the Nature Conservancy of Canada to protect and steward the lands forver, AND THAT all costs associated with this transaction be borne by the Nature Conservancy of Canada, AND THAT the Mayor and Chief Administrative Officer be authorized to execute all documents necessary to give effect to this transaction.	Jenkins	Land Use		Staff are working with NCC on preparation of agreement of purchase and sale.	In Progress

January 27, 2026	THAT Council for Region of Queens Municipality directs staff to engage a third party to review the current salary grid, employee schedules, and on-call system to identify opportunities for wage parity across the organization.	Charlton	People & Culture		Consultant engaged for this work, results to be presented to Council in fall 2026	In Progress
January 13, 2026	THAT Council for the Region of Queens Municipality direct staff to consider the use of the Statistics Canada Low Income Measure in development of the program and come back with implications and analysis on what it would look like if it were included as some element of the program.	Wentzell	Finance		When capacity allows, staff will explore incorporating Statistics Canada measures in the development of the program. It should be noted that finance staff are not familiar nor qualified to analyze social indicators, only economic ones. Clarification required on what program this applies to. Utility rebate and Low Income policy? Define social indicators. Currently we use Statistics Canada CPI and GIS thresholds. Are these the social indicators that Council wants written into these polices?	Incomplete
January 13, 2026	THAT the Council of Region of Queens Municipality direct staff to draft a bylaw to implement an accommodation levy on all short-term fixed-roof rental accommodation room nights in the county.	Charlton	Administration		Second Reading has been completed.	Complete
January 13, 2026	THAT the Council of the Region of Queens Municipality direct staff to procure third-party services to undertake a project analysis for the transmission main project.	Charlton	Infrastructure		Work to begin in summer 2026 2026-07-23 Proposal from consultant requested 2026-08-07 Consultant working on proposal 2026-08-28 Report to Council 2026-09-22 **Objective: Analysis received 2026-12-01 and incorporated into 2027 CIP planning**	In Progress

December 09, 2025	THAT Council for Region of Queens Municipality direct staff to engage a qualified third party to replace the culvert at 61 Birch Avenue, as follows: A minimum of four (4) weeks' notice will be provided to the property owner before work begins; The replacement culvert shall be approximately 6.100 metres in length and 900 millimetres in diameter, constructed of smooth interior HDPE pipe to Highway Grade CSA-B182.8 with a minimum stiffness of 320 kPa, and installed at a grade of no less than 1.00%; All surfaces will be reinstated to pre-replacement condition using Type I gravel, including a minimum of 150 mm base coverage, 300 mm above the culvert, and 600 mm in both transverse directions; All slopes exceeding 2:1 ratio will be stabilized with 200–400 mm rock; and The estimated project cost of up to $15,000 shall be funded from accumulated surplus.	Carver	Infrastructure		Work to proceed in summer 2026 2026-05-08 NSECC Notification received 2026-07-23 Delayed due to external constraints 2026-09-09 Staff, contractor and property owner met and discussed the scope. Work is currently scheduled to be completed by 2026-09-30 **Objective: 99% Complete 2026-09-18**	In Progress
December 09, 2025	THAT Council for the Region of Queens Municipality waive the process requirements of Operational Policy 6 – Naming and Renaming of Roads and approve the request to name the newly constructed extension of Queens Place Drive as "Dogwood Lane," as submitted by the Administrator of Queens Home for Special Care in correspondence dated November 21, 2025.	Roy	Land Use		Sign has been received by Department of Infrastructure. Sign will be installed at earliest opportunity.	Complete

December 09, 2025	THAT Council direct staff to undertake a public procurement process for the purchase and installation of priority dry hydrants, with installation to be completed prior to November 1, 2026.	Carver	Administration	Protective Services	Staff completed review of the procurement process for dry hydrants and will be working with local FDs and local contractors to facilitate installation of priority locations in 2026-2027. Contractor availability is proving challenging, but setting an implementation plan in place will ensure accountability around timelines for this work. - Harmony Mills dry hydrant will be installed as part of the dam restoration. Working with Dept of Infrastructure to get brush cleared at the dry hydrants that are needed. This work will be completed after leaf drop in late Fall 2026.	In Progress
December 09, 2025	That the Council of Region of Queens Municipality direct staff to conduct further analysis on requirements associated with and the process for establishing an airport authority, options for protecting existing user groups and operations in the case of the sale of the property, and a high level analysis and costing on what would be required to establish a new drag strip in Queens County in the case of a sale causing the Drag Racers to need an alternate location, and exploring opportunities from an emergency management perspective to understand the Province's plans around EMO and if this asset is an important part of that plan.	Jenkins	Community Economic Development		In Fall 2026, staff will begin engaging with users of SSRA for input on the development of a Terms of Reference for the establishment of an SSRA Advisory Committee for Council's consideration in early 2027.	Scheduled

November 25, 2025	THAT the Council of Region of Queens Municipality direct staff to research and present options for updating Bylaw 12 – Prohibiting Certain Activities, including the removal of overly restrictive provisions related to skateboarding, and the development of clear, enforceable provisions regarding operation of e-bikes and e-scooters as recommended by the Police Advisory Board; AND THAT the resulting options and proposed amendments be brought back to the Police Advisory Board for review prior to being forwarded to Council.	Amirault	Administration	Policy Analyst	To be complete in Fall '26 following other priority items; consultation with RCMP required; scheduled to return to PAB for additional review in November.	Scheduled
November 25, 2025	THAT Council for Region of Queens Municipality authorizes, approves and directs the expropriation for the Municipality of property identified as PID# 70025374, located at 89 Main Street in Liverpool. AND THAT the Municipality shall cause to be deposited with the Registrar of Deeds the required expropriation documents, including a certified copy of this resolution and attached schedules, and shall take such other actions as may be required to expropriate the lands.	Wentzell	Land Use		Municipal solicitor is proceeding with finalization of the expropriation process.	In Progress
November 25, 2025	THAT the Council of Region of Queens Municipality directs staff to bring back a report to address the fees in Policy 7 – Fees for Planning Services.	Charlton	Land Use		Staff are revising report to include additional details. To bring back to a future Council meeting.	In Progress
November 25, 2025	THAT the Council of Region of Queens Municipality requests that staff include additional revisions to Administrative Policy No. 16 – Building Permit Fees.	Charlton	Land Use		Staff are revising report to include additional details. To bring back to a future Council meeting.	In Progress

November 12, 2025	THAT Council for Region of Queens Municipality receive the report on Administrative Policy Number 58, and direct staff to reconsider inclusion of individual in the language of the policy and to explore alternative options to the 20% withholding clause.	Charlton	Finance	Policy Analyst	Admin/Finance to draft in Fall 2026.	Scheduled
November 12, 2025	THAT Council for the Region of Queens Municipality direct staff to draft a bylaw respecting a water supply and septic upgrade program.	Wentzell	Administration	Policy Analyst	Septic portion of program deferred; Water portion of program integrated into Rural Water Initiative pilot program.	Complete
October 28, 2025	THAT Council direct staff to initiate a review and update of Bylaw No. 3 – Dogs, with particular emphasis on: Establishing clear provisions for the identification and mandatory muzzling of dangerous or reactive dogs; Examining the legality, safety, and potential restriction or prohibition of electronic or ultrasonic barking deterrent devices; and Developing more stringent guidelines, enforcement measures, and penalties related to persistent or excessive barking. Further, that staff prepare a report for Council's consideration outlining recommended amendments, enforcement implications, and any necessary public consultation process arising from this review.	Fancy	Administration	Policy Analyst	Staff are gathering information from Council and public regarding first draft of Dog Bylaw reviewed at August 2026 Special Council meeting. Staff are scheduled to return to Council with information/summary of input at October 13 Council meeting.	Scheduled
October 14, 2025	THAT Council of Region of Queens Municipality direct staff to draft an operational policy outlining the reporting requirements for grants funded outside the Community Investment Fund.	Charlton	Administration		To be complete by Policy Analyst in Fall '26 following other priority items	In Progress

September 23, 2025	THAT the Council of Region of Queens Municipality direct staff to prepare a report for next steps for a Forestry Management Plan specifically in reference to municipally owned property, which includes potential framework for an RFP.	Jenkins	Administration	Policy Analyst	Report from staff including draft policy scheduled for October 13 Council meeting.	Scheduled
September 09, 2025	THAT the Council of Region of Queens Municipality direct staff to consult with the lot owners' associations, and Council to workshop ideas around potential amendments to address garbage collection respecting private roads.	Charlton	Administration		Enhanced regular collection, installation of monitoring cameras provided at select sites determined in conjunction with LOAs completed in late Spring 2026.	Complete
June 10, 2025	ACTION ITEM: Create a policy or modify an existing one that will cover Hybrid and Virtual Meetings for Committees.		Administration		Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft policy; Fall/Winter 2026	Scheduled

May 06, 2025	THAT the Council of Region of Queens Municipality include segment 1 White Point Road: Millard Avenue to Harley Umphrey Drive in the Capital Investment Plan for 2025/2026 at an estimated cost of $726,000, utilizing the unspent funds from the library renovation, in the CCBF reserve.	Charlton	Infrastructure		2025-10-14 Report to Council Project Managers & Civil Engineers retained. Design underway with tender process to be in February 2026 2026-01-15 Design & Tender @60%. Release in March 2026-04-16 Progress stalled due to external permitting impediment. Anticipated procurement 2026-05-12 2026-05-14 Progress held up due to external permitting, Anticipated procurement 2026-06-05 2026-05-19 Permitting recieved, scheduled tender 2026-05-28 2026-06-11 Tender open with closing scheduled for 2026-06-23 2026-07-22 Project awarded to Dexter construction. Contract intiation in progress. 2026-08-06 Schedule recieved, Environmental Protection Report to N.S.E. 2028-08-25 Contractor shceudled to mobilize week of 2026-09-05 2026-09-07 Work is underway. **Objective: Complete 2026-12-01**	In Progress
April 22, 2025	THAT the Council of Region of Queens Municipality direct staff to review and provide recommendations to update Bylaw 17: A Bylaw Respecting Heritage Properties.	Amirault	Land Use		To be discussed at Heritage Advisory Committee	In Progress
January 14, 2025	THAT the Region of Queens Municipality Council directs the Acting Chief Administrative Officer to provide a staff report with recommendations to develop a Budget Management Policy, which will include considerations for Capital budget overruns, expenditures from Reserves policy, and Operations and Utility budget development processes.	Wentzell	Administration		Audit Committee reviewed draft language at their Aug. 31, 2026 meeting	In Progress

December 10, 2024	THAT the Council of the Region of Queens Municipality directs staff to provide a report on the background and cost of options to install permanent electrical connections for the gazebo in Miriam Hunt Park, Caledonia.	Fancy	Community Economic Development		Electrical contractor is booked, trenching required on site which will be carried out by Infrastructure in October/November 2026.	Scheduled
November 25, 2024	THAT the Council of the Region of Queens Municipality direct staff to provide draft amendments to Policy 74 to apply to committee members; AND THAT staff be directed to develop an updated Municipal Employee Code of Conduct that aligns with, is complimentary to, and supportive of, the new Municipal Council Code of Conduct and Municipal Conflict of Interest Act.	Wentzell	Administration		Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft amendments; target Fall 2026	Scheduled
November 12, 2024	THAT the Council of the Region of Queens Municipality direct staff to provide a report regarding the background and history of the use of, and discontinuation of, the chain of office and mace.	Wentzell	Administration		Referred to Inclusion Queens Committee	In Progress
November 12, 2024	THAT the Council of the Region of Queens Municipaltiy direct staff to provide updated policies and terms of reference as outlined in this report "Committees of Council Terms of References and Appointments".	Fancy	Administration		Policy/Strategic Initiatives Coordinator to work with Municipal Clerk to draft updated policies and terms of reference. Ongoing.	Scheduled
October 08, 2024	THAT the Council of the Region of Queens Municipality direct staff to enter into discussions with the Queens Home for Special Care Society and conduct further consultations with stakeholders to develop a transition plan for Hillview Acres and possible change in governance and operational oversight; AND THAT staff be directed to present a draft plan to Council at the earliest opportunity.	Brown	Administration		The Province has confirmed formal support of the transition will start in September 2026. The governance structure and operational oversight will remain as-is until the physical move in Q1 2027.	Complete

August 13, 2024	THAT the Council of the Region of Queens Municipality grant approval for Queens Home for Special Care to remove up to 100 lineal meters of a stone wall on PID #70247887 and incorporate the stones as part of a landscape element for the new long term care facility on Queens Place Drive in Brooklyn; AND THAT Queens Home for Special Care submit a detailed work plan to the Director of Engineering and Public Works and the Administrator of Hillsview Acres for review and approval, prior to commencement of any work; AND THAT a plaque be erected on the new landscape feature by the owners of the new facility, recognizing the historic significance of the stones.	Brown	Community Economic Development		On Hold Due To Costs.	Incomplete
August 13, 2024	THAT the Council of the Region of Queens Municipality give first reading to 'Bylaw 26 – A Bylaw Respecting Alternative Voting'.	Charlton	Administration	Municipal Clerk	Will return to Council in late Fall 2026; Assigned to Muniicpal Clerk	In Progress
February 13, 2024	Request that the Heritage Advisory Committee conduct further research into the potential rewording of heritage plaque(s) in the Old Burial Ground in Liverpool.		Land Use		Staff to seek input from external departments / agencies and bring back to HAC for further discussion	In Progress
October 22, 2019	Enter into negotiations with Mogan Holdings Limited for the Municipal acquisition of a portion of property identified as PID #70026547 and located adjacent toMcLeod Street in Liverpool for the sale price of $1.00; AND THAT the Region of Queens Municipality will assume the costs associated with subdividing the property.	Muise	Land Use		Survey complete. Awaiting preperation of deed for signatures and registration. Staff have once again reached out to property owner to finalize this transaction.	In Progress

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: October 2, 2026

File No: 10350-60-2910-004

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: Forestry Management Policy – Request for Direction

Prepared by:	Supervisor:	CAO Concurrence:
Alex Wilson *Policy Analyst & Strategic Initiatives Coordinator*	*P. Hirtle* *Deputy CAO*	*W. Thorpe* *CAO*

RECOMMENDATION

THAT Council for the Region of Queens Municipality receive the draft Forest Management Policy for information and provide staff with direction regarding the priorities and guiding principles Council wishes to see reflected in the policy.

PURPOSE

The purpose of this report is to introduce the draft Forest Management Policy to Council and seek Council's direction regarding the priorities and guiding principles that should inform the Municipality's future management of municipally owned forest lands and the development of future Requests for Proposals (RFPs) for forest management activities.

The proposed policy is intended to serve as a guiding framework for future forestry procurement, rather than establish the specific terms of any individual forestry operation. The policy will provide staff with direction when developing future RFPs and evaluating proposals related to forest management activities on municipally owned properties.

The draft policy currently addresses several considerations, including economic development, environmental stewardship, wildfire prevention and risk management, sustainable forestry practices, biodiversity, recreation, long-term forest health, and opportunities for engagement with First Nations and other interested parties.

BACKGROUND

Region of Queens Municipality owns a number of forested properties that may, from time to time, be considered for forest management activities.

Currently, each future forestry opportunity may require staff to develop procurement documents and establish appropriate criteria for evaluating proposed forest management activities. The development of a Forest Management Policy would provide Council with an opportunity to establish overarching direction for how municipal forest lands should be considered and managed.

The draft policy has been developed as a high-level guiding document. It establishes proposed objectives and principles that, once approved by Council, will be reflected in any future individual forestry management RFPs that are issued by the Municipality.

The current draft identifies three primary objectives:

1) Supporting local forestry operators;
2) Promoting ecological best practices and conservation; and
3) Ensuring municipal properties are managed in accordance with wildfire prevention best practices.

The draft also proposes that Council will establish the strategic direction for municipal forest lands through the policy while staff are responsible for developing procurement documents consistent with Council's direction.

The intention of bringing the draft policy to Council at this stage is not to seek final approval of the policy, but rather to confirm what Council considers important when the Municipality manages its forest assets and develops future forestry RFPs.

Council's direction at this stage will allow staff to refine the policy before returning it to Council for further consideration.

ALTERNATIVES/OPTIONS

Option 1 – THAT Council for Region of Queens Municipality receive the draft Forest Management Policy for information and provide direction to staff regarding the priorities and guiding principles and return to Council with a revised policy for consideration.

Option 2 – THAT Council for Region of Queens Municipality receive the report and draft policy, and direct staff to return to a future Council meeting, while Council receives feedback from its constituents.

Option 3 – THAT Council for Region of Queens Municipality direct staff to undertake additional research prior to returning with a revised Forest Management Policy.

Option 4 – THAT Council for Region of Queens Municipality direct staff not to proceed with further development of a Forest Management Policy at this time.

ANALYSIS

The draft Forest Management Policy is intended to establish Council's strategic direction for the management of municipally owned forest lands.

The policy would not determine the specific harvesting method, contractor, property or scope of work for future forestry operations. Rather, it would establish the principles and considerations that staff would be expected to incorporate when developing future RFPs.

The current draft contains several proposed areas of consideration for Council, including:

- **Economic development and local forestry:** The draft proposes providing opportunities for local forestry operators while recognizing forestry as an important component of the local economy.
- **Environmental stewardship:** The draft proposes consideration of biodiversity, ecosystem integrity, wildlife habitat, water resources, sensitive ecosystems, conservation values, and forest regeneration.
- **Indigenous and community engagement:** The draft proposes consideration of opportunities to engage Wasoqopa'q First Nation and other interested groups during planning processes.
- **Wildfire prevention and emergency management:** The draft proposes incorporating fuel management, FireSmart principles, emergency access, and long-term forest resilience into forest management activities.

- **Long-term management:** The draft proposes that future RFPs consider a planning horizon of approximately 50 years and focus on the long-term value and productivity of municipal forest assets rather than short-term revenue.
- **Recreation and municipal assets:** The draft proposes consideration of impacts on eco-tourism, recreation, parks and trails, as well as opportunities to protect lands adjacent to municipal infrastructure and other municipal assets.

The draft currently proposes that these considerations be incorporated into future RFPs through requirements for proponents to provide information regarding forest inventories, ecological considerations, harvesting methods, risk mitigation, FireSmart principles and long-term forest management.

Council Direction
At this stage, staff are seeking Council's confirmation of the priority outcomes for municipal forest management.

In particular, Council may wish to consider the appropriate balance between:

- generating revenue from municipal forest assets;
- supporting local forestry businesses and employment;
- environmental conservation and biodiversity;
- long-term forest health and regeneration;
- wildfire prevention and community safety;
- recreational and tourism uses;
- protection of municipal infrastructure, parks, trails and watersheds;
- Indigenous and community engagement; and
- other priorities identified by Council.

Council's direction will allow staff to determine which principles should be emphasized in the final policy and subsequently incorporated into future forestry RFPs.

IMPLICATIONS
Should Council provide direction on the proposed guiding principles, staff will revise the draft Forest Management Policy based on Council's direction.

A finalized policy will provide staff with a consistent framework for developing future forestry RFPs and evaluating proposals for forest management activities on municipally owned properties.

The policy would not commit the Municipality to undertake forestry activities on any particular property or enter into a specific forestry agreement.

Individual forestry opportunities will continue to be subject to the applicable procurement requirements, legislation, municipal policies, and any property-specific considerations.

Should Council determine that additional information is required before providing direction, staff can undertake additional research or a jurisdictional scan and return to Council with further information.

COMMUNICATIONS
N/A at this time.

BYLAWS/PLANS/POLICIES
Draft Forest Management Policy

This policy is in alignment with Council's 2026-2029 Strategic Priorities Plan, specifically including Goals 1.3 (Encourage growth), 1.4 (Build partnerships with Indigenous communities), 3.1 (Strengthen partnerships with community organizations), 4.1 (Improve transparency and accountability), and 4.3 (Improve internal and external communications).

SUMMARY
Staff are presenting the draft Forest Management Policy to Council as an initial step toward establishing a consistent framework for the management of municipally owned forest lands.

The policy is intended to serve as a guiding document for future forestry RFPs, providing staff with Council-approved principles and priorities to incorporate into future procurement processes.

The draft considers economic development, local forestry, environmental stewardship, biodiversity, wildfire prevention, recreation, long-term forest health, and community and First Nation engagement.

At this stage, staff are seeking Council's direction rather than final approval of the policy. Council's feedback will assist staff in confirming considerations should be prioritized and what Council wants to see reflected in the final policy.

ATTACHMENTS/REFERENCE MATERIALS

Draft Forest Management Policy

Operational Policy # – Forest Management

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Operational Policy No. # and may be cited as the "Forest Management Policy".

DEFINITIONS

Words and terms in this bylaw shall take their meanings from their context and from dictionaries of the Canadian language expect as follows:

Conservation means a careful preservation and protection of something; namely, the planned management of a natural resource to prevent exploitation, destruction, or neglect.

FireSmart means a comprehensive, science-based program and national standard designed to help individuals, communities, and property owners reduce the risk and impact of wildfires.

Fuel Management means the planned reduction, removal, or rearrangement of living and dead vegetation in a forest to lower the intensity and slow the spread of potential wildfires.

Stewardship means the careful and responsible management of natural resources.

Sustainable Management means balancing environmental conservation, social responsibility, and economic growth.

GENERAL STATEMENT OF POLICY

#.01 It shall be the policy of Region of Queens Municipality to have guidelines for the development of Request for Proposals related to forest management activities on municipal properties.

OBJECTIVES

#.02 To support local forestry operators by establishing criteria for Request for Proposals related to forest management activities on municipally owned properties.

#.03 To promote ecological best practices and conservation efforts related to forestry activities on municipally owned properties.

#.04 To ensure that municipally owned properties are managed in accordance with wildfire prevention best practices.

GUIDING PRINCIPLES

#.05 **Municipal Governance:** Council shall establish the strategic direction for the management of municipally owned forest lands through this policy. Municipal staff shall:

a) Develop procurement documents consistent with this policy;
b) Reference the Nova Scotia Database for Significant Species and Habitats prior to developing an RFP;
c) Establish and maintain appropriate monitoring and reporting measures on ecological and forest health, requiring updates within 6 months after every successful forestry contract to implement adaptive management;
d) Oversee implementation of approved forest management agreements through project reporting and record keeping;
e) monitor contractor compliance, financial penalization for non-compliance dependent on the violation as outlined in the contract.
f) Maintain consistency with applicable municipal strategies, land use planning documents, and provincial legislation; and
g) Review this policy every five years.

#.06 **Economic Development:** Council recognizes forestry as an important component of the local economy and wishes to support sustainable, responsible forest management that promotes both long-term economic gain and environmental conservation. The Forest Management Policy shall:

a) Promote the local economy by providing opportunities for local forestry operators;
b) Consider the impact of forestry operations on biodiversity, ecosystem integrity, and eco-tourism and recreation within the Region of Queens, including but not limited to existing parks and trails.

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#.07 **Environmental Stewardship:** Council values the long-term health and resilience of its forest ecosystems. Forest management activities on municipal properties shall:

a) Comply with all applicable laws and legislation, including municipal, provincial, and federal;
b) Comply with all recommendations for best practices to protect and enhance wildlife habitat and biodiversity, as outlined in Nova Scotia's Wildlife and Biodiversity Special Management Practices;
c) The Municipality shall maintain, conserve, and/or restore ecosystem services and environmental values of the Municipality, and shall avoid, repair, or mitigate negative environmental impacts;
d) Consider opportunities to protect lands adjacent to municipal infrastructure, parks, trails, watersheds, and protected areas, including municipally owned lands surrounding Kejimkujik National Park;
e) Promote natural forest regeneration and diverse forest composition where appropriate, including encouraging uneven age management, conservating mature forests, and mitigating landscape fragmentation;
f) Maintain and preserve high conservation values, including biodiversity, landscape-level ecosystem connectivity and integrity, sensitive ecosystems and habitats, ecosystem services, water resources, sites for community needs, and areas of cultural value.
g) Minimize soil disturbance and maintain ecosystem function.

#.08 **Emergency Management:** Forest management activities on municipal properties shall consider community safety and the Municipality's emergency management planning group's objectives. The Forest Management Policy will:

a) Reduce wildfire risk through appropriate fuel management and silvicultural practices;

b) Integrate the recommended best practices from the FireSmart Residential Development Guide and the FireSmart Canada Landscaping Guide wherever possible,

c) Consider emergency access and evacuation constraints where municipal lands are adjacent to developed areas; and

d) Support long-term resilience of municipal forests to climate change and extreme weather events.

POLICY PROCEDURES

#.09 Prior to undertaking forestry operations on municipally owned forested lands, Region of Queens Municipality shall procure the services of a qualified forest management professional or company.

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#0.10 Procurement of a qualified forest management professional or company (thereafter called the Proponent) must align with Region of Queens' Operational Policy 26: Purchasing and provincial standards for public procurement.

REQUEST FOR PROPOSAL REQUIREMENTS

#.11 Requests for proposals for forest management work on municipal properties must include the following:

a. Property Identifier (PID) and/or civic address, where applicable.
b. Scope of work to be performed on the property or properties.
c. Evaluation standard detailing minimum sustainable harvesting and conservation practices to be included within the scope of work.
d. A woodlot overview that identifies features of the property, including but not limited to:
    i. Watercourses and wet areas;
    ii. Cover type (mixed, soft, hard wood) and development stage for the stands;
    iii. Property boundary lines; and
    iv. An outline of projected changes to forest conditions and ecological integrity.
e. An approach that maximizes the long-term value and productivity of municipal forest assets rather than short-term revenue;
f. An approach that supports sustainable harvesting practices and local forestry businesses where feasible, based off a forest management plan outline (e.g. planting versus natural regeneration, silviculture activities, clearcut versus partial versus selection harvest, etc.);
g. Outline of opportunities to engage with local First Nation groups and other interest groups during planning processes;
h. Outline of any risk factors for harvesting and all opportunities to mitigate risk to wildlife habitat and biodiversity; and
i. Consideration by the Municipality of long-term planning horizons of approximately fifty (50) years when developing Requests for Proposals; and
j. A copy of the response evaluation criteria for Proponents to review.

#.12 A profit-share agreement must be reached between the Municipality and the Proponent, upon which the Proponent receives a payment from the Municipality to complete the work, and profits from the completed work are shared. Division of profit shall be agreed upon between Region of Queens Municipality and the Proponent.

RESPONSE EVALUATION CRITERIA

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#.13 Upon receipt of a response to a forest management Request for Proposal, Region of Queens Municipality will compare responses against the following criteria:

a. Proponent has outlined details of the proposed forest inventory that includes ecological considerations that identify species at risk and other key species of note (e.g. deer) present on the property;
b. Proponent has outlined any risk factors for harvesting and all opportunities to mitigate risk to ecological integrity and biodiversity;
c. Proponent demonstrates a confident ability to develop a forest management plan based on the forest inventory that includes sustainable forestry practices, as outlined in provincial ecological forest documents;
d. Proponent outlines details of treatment activity (e.g. partial harvest, group selection, shelterwood) and provides reasoning for choosing that method and rejecting others, with reference to sustainable harvesting practices;
e. Proponent references special management areas and outlines which, if any, of the requirements outlined in Section 40 of the Forests Act R.S.N.S. 1989, c. 179 are applicable if harvesting forest land;
f. Proponent provides outline of the record keeping they will maintain prior to, during, and post work, detailing changes to forest conditions and ecological integrity;
g. Proponent provides reference to Fire Smart principles for fuel and vegetation management and structures; and
h. If clear cutting, Proponent provides a planting succession plan with species that are more resilient to climate change.

REQUIREMENTS UPON AWARD

#.14 Upon being awarded forest management work within Region of Queens Municipality, the Proponent shall:

a) Conduct a forest inventory of the working area. Inventory will identify species at risk and other key species of note (e.g. deer) present on the property;
b) Maintain and preserve high conservation values, including including biodiversity, landscape-level ecosystem connectivity and integrity, sensitive ecosystems and habitats, ecosystem services, water resources, sites for community needs, and areas of cultural value;
c) Mitigate risk to ecological integrity, wildlife habitat and biodiversity as outlined in their initial proposal. If additional ecological considerations arise, they – alongside associated risk mitigation strategies – must be recorded;
d) Conduct work following sustainable forestry practices, as outlined in their proposal;
e) Maintain comprehensive records of forest conditions, ecological integrity, and related indicators prior to, during, and post work; and

f) Use ecological best management practices for forestry procedures, as outlined in applicable legislation, databases, and provincial special management practices.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	N/A	Council	TBD

DRAFT

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: October 1, 2026

File No: 10350-60-2910-005

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: First Reading – Repeal of Bylaw No. 2

Prepared by:	Supervisor:	CAO Concurrence:
Alex Wilson *Policy Analyst & Strategic Initiatives Coordinator*	*P. Hirtle* *Deputy CAO*	*W. Thorpe* *CAO*

RECOMMENDATION

THAT Council for Region of Queens give first reading to Bylaw No. 30 – A Bylaw to Repeal Bylaw No. 2 – A Bylaw Respecting Burning.

PURPOSE

To repeal Bylaw No. 2 – A Bylaw Respecting Burning.

BACKGROUND

In March 1998, Council for Region of Queens passed Bylaw 2 – A Bylaw Respecting Burning. The bylaw was originally created to effectively carry over a bylaw from the former Town of Liverpool laying out the burning restrictions for within the old town limits.

Since that time, the Province of Nova Scotia has implemented the Burn Safe protocols through the Nova Scotia Department of Natural Resources that encompass the entire Province of Nova Scotia and provide standardized rules for when burning is permitted.

Earlier this year, through the Director of Protective Services, Liverpool Fire Chief Trevor Munroe alerted staff to the outdated and deficient nature of the existing Bylaw No. 2 and recommended that it be repealed.

At the September 22, 2026, meeting of Council, staff presented a recommendation to repeal the bylaw which Council supported. In order to meet the requirements of the Municipal Government Act, however, Council must give first and second reading to a bylaw to repeal in order to fully meet statutory requirements and effectively render the bylaw as repealed.

Staff are therefore returning to Council with this report and recommendation to adopt Bylaw No. 30 – A Bylaw to Repeal Bylaw No. 2 – A Bylaw Respecting Burning.

ALTERNATIVES/OPTIONS

1. **THAT** Council for Region of Queens give first reading to Bylaw No. 30 – A Bylaw to Repeal Bylaw No. 2 – A Bylaw Respecting Burning.

2. Council may decide not to move forward with adopting Bylaw No. 30 – A Bylaw to Repeal Bylaw No. 2 – A Bylaw Respecting Burning at this time.

ANALYSIS

Currently, Liverpool Fire Department does not have the volunteers or ability to hire staff to issue burning permits; the issuance of said permits has been out of practice for some time. Furthermore, Bylaw enforcement does not have summary offence tickets available to them to issue a summons under this act.

Repeal of this bylaw is supported by the Liverpool Fire Chief, as expressed in the staff report at the September 22, 2026 Regular Meeting of Council.

IMPLICATIONS

Should Council decide to procced with the recommended motion, staff will return for a second reading of the repeal bylaw at a future Council meeting in November.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Bylaw No. 2 – A Bylaw Respecting Burning.

SUMMARY

Bylaw No. 2 – A Bylaw Respecting Burning is an outdated and unenforced bylaw that, with the support of the Liverpool Fire Chief, warrants repeal by Council. With the Province's Burn Safe program and the implementation of daily burning restriction updates, this bylaw is no longer needed.

By repealing this bylaw, the entire region of Queens will have the same standards with respect to burning.

ATTACHMENTS/REFERENCE MATERIALS

- Region of Queens Regular Meeting of September 22, 2026 – Bylaw #2 – Bylaw Respecting Burning
- Bylaw No. 2 – A Bylaw Respecting Burning (1998)
- Bylaw No. 30 – A Bylaw to repeal Bylaw No. 2 – A Bylaw Respecting Burning

BYLAW NO. 30
A BYLAW TO REPEAL BYLAW NO. 2 – A BYLAW RESPECTING BURNING

TITLE

1.1 This bylaw shall be known and cited as "A Bylaw to Repeal Bylaw No. 2 – A Bylaw Respecting Burning."

AUTHORITY

2.1 Under the authority of the Municipal Government Act, S.N.S 1998, Chapter 18, Council may adopt, amend or repeal bylaws.

ENACTMENT

3.1 **BE IT ENACTED** by the Council of Region of Queens Municipality that Bylaw No.2 – A Bylaw Respecting Buring, first adopted by Council of Region of Queens Municipality on the 16th day of March, 1998, is hereby repealed.

THIS IS TO CERTIFY THAT BYLAW NO. 30, A Bylaw to repeal Bylaw No.2 – A Bylaw Respecting Burning, has been duly approved by the Council of Region of Queens Municipality on the XX day of xxxxx, 2026.

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: September 29, 2026

File No: 10350-60-2910-007

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: Request for Direction re: Bylaw No. 3 – A Bylaw Respecting Dogs

Prepared by:	Supervisor:	CAO Concurrence:
Alex Wilson *Policy Analyst & Strategic Initiatives Coordinator*	*P. Hirtle* *Deputy CAO*	*W. Thorpe* *CAO*

RECOMMENDATION

THAT Council for the Region of Queens Municipality direct staff to proceed to legal review of revisions to Bylaw No. 3 – A Bylaw Respecting Dogs, in preparation for first reading at a subsequent meeting of Council.

PURPOSE

The purpose of this report is to seek direction from Council to proceed with legal review of the proposed modernization of Bylaw No. 3 – A Bylaw Respecting Dogs.

The draft bylaw is intended to replace the existing Bylaw No. 3, providing an updated and consistent regulatory framework for the ownership, keeping, and control of dogs throughout Region of Queens Municipality.

The proposed bylaw addresses provisions of the existing bylaw that are outdated, difficult to enforce, or may result in inconsistent application of the regulations.

BACKGROUND

At a Special Meeting of Council on August 20, 2026, staff brought forward draft revisions to Bylaw No. 3 for review and feedback from Council.

At that time, Council directed staff to return to Council at a later date, while Council members were provided an opportunity to engage their constituents and receive feedback from their respective communities regarding the content of the proposed bylaw.

Staff are returning to Council today following that engagement period to seek direction on whether the proposed bylaw should proceed to legal review.

The proposed bylaw represents a comprehensive review of the Municipality's existing dog regulations and is intended to establish clear and consistent requirements for dog owners while providing the Municipality with appropriate tools to respond to nuisance, dangerous, or otherwise problematic dog behaviour.

The draft also establishes clearer processes respecting enforcement, dog designations, owner responsibilities, complaints, orders, and other regulatory matters.

ALTERNATIVES/OPTIONS

1. **THAT** Council for the Region of Queens Municipality direct staff to proceed to legal review of revisions to Bylaw No. 3 – A Bylaw Respecting Dogs, in preparation for first reading at a subsequent meeting of Council.
2. **THAT** Council for the Region of Queens Municipality direct staff to proceed to legal review of revisions to Bylaw No. 3 – A Bylaw Respecting Dogs, with specific directions for amendments to the draft bylaw.
3. **THAT** Council for the Region of Queens Municipality decide not to move forward with the proposed bylaw at this time.

ANALYSIS

Option 1 – Should Council decide to move forward with this option, staff will engage legal counsel to review the proposed revisions to Bylaw No. 3 – A Bylaw Respecting Dogs.

The legal review will consider the Municipality's legislative authority to establish and enforce the proposed provisions, consistency with applicable provincial legislation, the wording and enforceability of the regulatory provisions, enforcement and designation processes, procedural fairness, penalties, cost

recovery provisions, definitions, and other legal or drafting considerations identified by counsel.

Following legal review, staff will incorporate any required amendments and return the proposed bylaw to Council for further consideration.

Option 2 – Should Council select Option 2, staff will incorporate Council's specific direction into the draft and proceed with legal review of the amended proposed bylaw.

Following legal review, staff will incorporate any required amendments and return the proposed bylaw to Council for further consideration.

Option 3 – Should Council select Option 3, staff will not proceed with legal review of the proposed bylaw at this time and the existing Dog Bylaw No. 3 will remain in effect.

IMPLICATIONS

Should Council decide to proceed with the recommended motion under Option 1, staff will proceed with legal review and return to Council at a future meeting with the results of the legal review and any recommended amendments prior to first consideration by Council.

Legal review may identify amendments required to ensure the proposed bylaw is legally sound, enforceable, and consistent with applicable legislation.

Should Council require additional information or wish to expand the proposed barking restrictions, staff can undertake a broader jurisdictional scan and return to Council with additional information and recommendations.

COMMUNICATIONS

None at this time. In the future, if Council proceeds with first and second reading of this proposed revised bylaw, Communications staff will prepare content accordingly to inform the public.

BYLAWS/PLANS/POLICIES

Bylaw No. 3 – A Bylaw Respecting Dogs

Council's 2026-2029 Strategic Plan – Goal 4.1: Improve transparency and Accountability

SUMMARY

Staff are seeking direction from Council to proceed with legal review of the proposed replacement for Bylaw No. 3 – A Bylaw Respecting Dogs.

Council was provided an opportunity to receive community feedback following the presentation of the draft bylaw on August 20, 2026. Staff are now returning to Council to seek direction on the next step in the process.

Proceeding to legal review will allow the Municipality to confirm that the proposed bylaw is within the Municipality's legislative authority, appropriately drafted, and capable of effective enforcement before it is brought forward for formal consideration by Council.

ATTACHMENTS/REFERENCE MATERIALS

- Appendix A – Community Feedback
- Draft Bylaw No. 3 – A Bylaw Respecting Dogs (2026)
- Region of Queens Municipality Special Meeting of Council – August 20, 2026 – Introduction to Draft Bylaw 3 – Dogs

APPENDIX A – Community Feedback

The following contains anonymized community feedback that was received following introduction of proposed revisions to Bylaw No. 3 by municipal staff by phone, e-mail or in-person at the Municipal Administration Building.

Content submitted by e-mail has not been edited, save to remove factors that may potentially identify individuals.

ORIGIN	CONTENT
E-mail	Please include my opinion to ban dogs other than service dogs, in the Old Burial Grounds. The dogs are constantly urinating on the gravesites and tombstones. I find it very disrespectful. I work right beside the cemetery. Thank you
In person	Resident came in to pay dog taxes and said she thinks dog licensing is a waste of time and how the Region doesn't even help when there's a lost dog – staff shared with her that we have reunited owners and dogs numerous times.
E-mail	We would be remiss if we did not bring to your attention our dismay with some of the proposed changes to Bylaw No. 3- Dogs. The amendments addressing dangerous and reactive dogs as well as keeping these dogs leashed while off property makes perfect sense. However, we take issue with some parts of the definition of "At Large" and "Secure Containment". We have highlighted below the parts to which we are vehemently opposed. [Part II Definitions – content regarding] restraints seem reasonable for known breeds of dogs who have in the past demonstrated numerous signs of aggression. This may or may not be due to poor training and ownership but often it is the result of instinctive behaviour for which the breed has been specifically bred as their job or purpose to do in the past. We have been the owners of pets our entire lives and over the years we have never tethered nor fenced in our dogs. They have always been well trained to stay on our property. It amazes us to think that we could potentially be fined for allowing our dog to roam freely on our own property. How absurd! We also feel that it would not be legal to do so. As former teachers it is a known procedure if you have a child who misbehaves for whatever reason, you do not take steps to correct that behaviour by punishing or removing the freedoms of the other compliant students. Yes, any breed and any dog may be aggressive but history has

	shown that certain breeds due to their very purpose of existence and service to humans make them also more likely to be aggressive. We think this is important to consider when sweeping and uncompromised dog bylaws are proposed. Competent owners and well-trained dogs should not lose freedoms because of certain breeds and their owners. Dramatic changes as proposed in the draft we view as grossly unfair to the majority of dog owners. Please consider the above points before making your decision. Share this letter with Mayor Scott Christian and fellow councillors in person or at the next council meeting. We have spoken to many people in the community and they concur wholeheartedly with us. Thank you for taking the time to read this letter.
E-mail	I own [a dog training company] in Queens County. I am a KPA Certified Training Partner, Victoria Stilwell Academy Certified Dog Trainer, Certified Separation Anxiety Trainer, and CARE graduate. My work regularly involves fearful, reactive, aggressive, and otherwise behaviourally complex dogs. I appreciate the Municipality's efforts to modernize the Dog Bylaw. I support its behaviour-based direction, licensing requirements, graduated enforcement options, preventative risk management, secure containment provisions, and emphasis on humane alternatives to euthanasia. However, I believe several provisions require further consideration before the draft proceeds to legal review. 1. Attempted bites, air snaps, and Dangerous Dog designations I am particularly concerned that the proposed definition of a "Bite Incident" includes any attempted bite, even when no contact or injury occurs, and that this alone may support a Dangerous Dog designation. An air snap is important behaviour that should not be dismissed, but it is not necessarily an attempt to cause injury. It can be an inhibited warning from a dog that is frightened, cornered, restrained, startled, in pain, or attempting to create distance. In some situations, the fact that the dog deliberately avoided contact demonstrates bite inhibition. The bylaw should distinguish among: • Warning behaviour and growling; • An inhibited air snap; • Inhibited contact without injury; • An unsuccessful attempt to make contact; • A puncture bite; and • Multiple bites or a sustained attack.

	Before designating a dog as Dangerous or Fierce, the Municipality should be required to consider the complete context, including provocation, fear, pain, restraint, opportunity to retreat, ignored warning signals, inhibition, injury severity, previous history, whether the dog pursued or disengaged, and the owner's response following the incident. The draft currently says the Municipality "may" consider aggravating and mitigating circumstances. I recommend changing this to "shall consider all relevant circumstances." Where an incident is serious, disputed, or behaviourally complex, the Municipality should also have access to a properly qualified canine behaviour professional. 2. Education and qualifications Bylaw officers should receive education in canine body language, fear, reactivity, aggression, bite inhibition, safe handling, and incident assessment. If an owner is ordered to obtain training, a behavioural assessment, or a behaviour-management plan, the bylaw should define the qualifications required of the professional. Dog training remains largely unregulated, and an owner should not be directed toward methods that may increase fear, pain, behavioural suppression, or aggression. The Municipality should also invest in public bite-prevention education, particularly concerning: • Canine stress and warning signals; • Safe child-dog interactions; • Appropriate responses to unfamiliar or loose dogs; • Asking permission before approaching a dog; • Leaving dogs undisturbed while eating, sleeping, or caring for puppies; and • Why growling and other warning signals should not be punished. Public education is an essential part of preventing incidents rather than merely responding after harm occurs. 3. Leash length and effective control I strongly recommend removing the blanket two-metre leash maximum. Leash length does not establish control. A person may be unable to control a dog on a short leash, while a capable handler may safely manage a dog on a long line in an appropriate environment. Long lines are legitimate tools for: • Recall training;

	• Tracking and Ground Search and Rescue work; • Scent work; • Decompression walks; • Safe exercise; and • Behaviour modification. For some dogs experiencing fear, barrier frustration, or leash reactivity, increased distance and freedom of movement can reduce tension and allow the dog to remain below threshold. A short, tight leash may increase frustration and reactivity and may directly conflict with a professionally designed behaviour plan. The bylaw should focus on effective control and require equipment appropriate to the individual dog, handler, activity, and environment. It should allow qualified professionals to recommend longer lines where they form part of a safe training or behaviour-management plan. If the Municipality intends to regulate dog-handling equipment, it should also consider the behavioural and welfare effects of equipment intended to cause pain or discomfort, including electronic shock collars and prong collars. A fixed leash length is not inherently protective, while inappropriate equipment may intensify fear or defensive behaviour. 4. Number of dogs per household After further discussion with another local dog professional and responsible breeder, I have reconsidered my initial support for a household limit and permit system. My original concern came from my rescue experience. In one case, I helped remove 17 dogs from a single residence after the situation had deteriorated significantly. One dog had serious spinal and continence problems and was later euthanized. I strongly believe the Municipality needs the authority and resources to intervene before circumstances reach that point. However, I now recognize that a numerical limit and permit process could create substantial paperwork, expense, staffing requirements, and repeated applications without necessarily identifying irresponsible owners. Responsible breeders may temporarily have puppies or accept a previously placed dog back when a home does not work out. Ethical breeders should be encouraged to accept lifelong responsibility for the dogs they produce, not face administrative barriers every time a dog is returned. Foster and rescue numbers can also change unexpectedly. The number of dogs should be available as one contextual factor, but it should not automatically establish irresponsible ownership or create an

	offence. Instead, intervention should be based on actual conditions, including: • Veterinary care and physical health; • Sanitation and housing; • Nutrition and access to water; • Secure containment; • Exercise, enrichment, and social needs; • Repeated breeding without adequate care; • Accumulation or hoarding concerns; • Nuisance and repeated at-large incidents; • Public-safety concerns; and • The owner's demonstrated ability to manage the animals. A household with several well-cared-for dogs may present no concern, while a household with fewer dogs may still involve severe neglect or public-safety risks. The focus should remain on the behaviour, welfare, management, and history of the individual dogs and owner. Similarly, CKC registration alone should not be treated as proof of responsible breeding. Meaningful breeding standards should consider relevant health testing, temperament, ethical breeding practices, appropriate housing and socialization, and the breeder's willingness to accept responsibility for dogs they have produced. 5. Barking and normal canine communication Dogs bark, howl, and whine as part of normal communication. The bylaw should address substantiated, sustained, and unreasonable nuisance—not ordinary canine behaviour. Brief daytime barking or a dog alerting to someone passing the property is fundamentally different from a dog left barking continuously for hours or repeatedly disturbing neighbours overnight. Noise complaints should include dates, times, duration, and supporting evidence where reasonably available. Enforcement should consider frequency, time of day, location, rural or residential context, normal working behaviour, and the owner's efforts to address the problem. 6. Off-leash areas and public access I do not support broadly prohibiting dogs from public spaces. I support designated off-leash areas and additional restrictions where the setting genuinely requires them. The bylaw should clearly define effective control in off-leash areas. This

	should include reasonable proximity, attentiveness, a prompt response to the handler, preventing unwanted approaches to people, dogs, livestock, and wildlife, and leashing or removing the dog when control is lost. A dog being friendly does not give it the right to approach others without permission. 7. Municipal resources and implementation The Municipality should clearly identify what facilities and resources will be available when a dog is seized or impounded. Important questions include: • Where will dogs be housed? • Can the facility safely accommodate fearful, reactive, injured, or potentially dangerous dogs? • Who will handle, transport, and assess them? • What behavioural and welfare support will be provided? • What emergency resources are available outside regular business hours? • Who can officers contact when immediate assistance is required? • What rescue, veterinary, and professional partnerships are already in place? • How will accumulating impoundment costs affect an owner's ability to recover a dog? The proposed bylaw provides significant powers to seize, house, assess, transfer, and potentially euthanize dogs. The Municipality must have the practical resources and qualified personnel needed to exercise those powers safely, humanely, and fairly. Overall, I support modernizing the Dog Bylaw. My request is that the final version regulate actual risk and demonstrated owner conduct rather than ordinary canine communication, arbitrary equipment measurements, or the number of dogs alone. The individual dog, handler, environment, circumstances, management, welfare, and history should all be considered. This would provide stronger public protection while also ensuring humane and fair treatment of the dogs and responsible owners who share our community. Thank you for considering my comments before the draft proceeds to legal review. I would be pleased to provide further professional input or resources regarding canine behaviour, humane training, practical handling, bite prevention, or behaviour-management planning.

E-mail	The proposed amendment to this by-law reminds me of the amendments to the land use by-law. It takes a functioning by-law that could definitely use some tweaking to improve it and turns it into an administrative nightmare. We are a tiny municipality with few resources for by-law enforcement. The idea of adding an administrative appeal layer is unnecessary and frankly, unrealistic. How much will it cost? How about we identify the problem and fix it so that the by-law can operate within our current resources.

BYLAW NO. 3 *DRAFT*
A BYLAW RESPECTING DOGS

BE IT ENACTED by the Council of Region of Queens Municipality, Under the authority of the Municipal Government Act, S.N.S 1998, Chapter 18 as follows:

Part I- GENERAL

1. This Bylaw Shall be known as Bylaw Number 3 and may be cited as **"The Dog Bylaw."**
    a. **Application**. This Bylaw applies throughout the Municipality and to all Owners and Guardians of Dogs within the Municipality.
    b. **Authority**. This Bylaw is enacted pursuant to Sections 175 and 176 of the Municipal Government Act, S.N.S. 1998, c. 18, as amended (the "MGA"), and any successor legislation.
    c. **Purpose**. The purpose of this Bylaw is to promote public safety, responsible dog ownership, and humane treatment of dogs, and to regulate dogs within the Municipality.
    d. **Guiding Principles**. This Bylaw adopts a graduated, behavior-based approach.
    e. **Interpretation**. Headings are for convenience only. The singular includes the plural and vice versa. "Includes" is not limiting. If any provision is held invalid, the remainder continues in effect.
    f. **Conflict**. Where this Bylaw conflicts with a policy or guideline, this Bylaw prevails.
    g. **Paramountcy of Other Laws**. This Bylaw is enacted pursuant to the authority of the Municipal Government Act and shall be interpreted in a manner consistent with all applicable federal and provincial enactments. Where a conflict exists, the higher authority legislation prevails to the extent of the conflict.

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Part II- Definitions

2. Words and terms in this Bylaw shall take their meanings from their context and from dictionaries of the Canadian language expect as follows.

a. **"At Large"** means a Dog that is off the Owner or Guardian's property, not on a leash, held by a Competent Person, at least 18 years of age or on the Owner or Guardian's property without Secure Containment and without Direct Supervision by a Competent Person, and includes a Dog controlled solely by an operational Invisible Fence system.

b. **"Appeals Committee"** means the Dog Bylaw Appeal Committee established under

c. **"Attack"** means to attack, bite, wound, injure, seize, or otherwise cause physical harm to a person or animal, or to act in a manner that a reasonable person would believe poses an imminent risk of biting or causing injury.

d. **"Bite Incident"** means any incident in which a Dog bites or attempts to bite a person or domestic animal, whether or not injury results.

e. **"Bylaw officer"** means a person(s) appointed by the Municipality to administer and enforce this Bylaw and includes a Dog Control Officer and any person acting under the authority of the Municipality for dog control purposes.

f. **"Clear and Present Danager"** means an immediate and substantial risk of serious bodily harm or death such that delay would likely result in injury, including circumstances where safe capture or safe retreat is not reasonably available.

g. **"Competent Person"** means a person physically capable of controlling a Dog, having regard to the Dog's size, strength, and temperament, and able to promptly intervene to prevent aggressive behavior and is at least 18 years of age.

h. **"Dangerous Dog"** means a Dog designated under ***Part IX-*** as a Dangerous Dog.

i. "**Fierce Dog**" means a Dog designated under ***Part IX-***as a Fierce Dog.

j. "**Direct Supervision**" means the continuous presence and active supervision of a Competent Person who can immediately intervene to control the Dog.

k. "**Dog**" means a domesticated canine and includes a puppy.

l. "**Dwelling**" means a building or portion of a building used as a residence.

m. "**Guardian**" means a person who has care, custody, or control of a Dog at a particular time, whether or not that person is the Owner.

n. "**Impound**" means to confine a Dog in a Pound or other facility approved by the Municipality, impoundment begins once the dog is placed into the vehicle of the Bylaw Officer

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o. "**Invisible Fence**" means any operational electronic, radio, GPS, satellite, wireless, or similar system intended to contain a Dog without a physical barrier, including collar-based systems and buried-wire systems.

p. "**Lawful Entrant**" includes delivery personnel, postal workers, couriers, utility workers, municipal employees and contractors, emergency responders, and any person lawfully attending a property for lawful business.

q. "**Dog License"** Also know as dog tags mean that the dog is registered with the municipality as required in section clause 12 of this bylaw.

r. "**Order**" means an Order to Comply issued under Part VIII-

s. "**Owner**" includes any person who owns a Dog, possesses a Dog, harbors or keeps a Dog, permits a Dog to remain on premises occupied by that person, or otherwise has care or control of a Dog, and includes a Guardian unless the context requires otherwise.

t. "**Pound**" means a facility operated or designated by the Municipality for the temporary holding of Dogs.

u. "**Public Place**" means any place to which the public has access as of right or by invitation, express or implied, including streets, sidewalks, parks, trails, beaches, public buildings, and private businesses that allow public access.

v. "**Secure Containment**" means physical containment sufficient to prevent a Dog from leaving the property or contacting members of the public, including a securely fenced enclosure, building, or another physical barrier, and expressly excludes an -Invisible Fence.

w. "**Serious Injury**" means an injury that may require professional medical or veterinary treatment, or resulting in disfigurement, fracture, puncture wounds, significant tissue damage, hospitalization, or death.

x. "**Service**" means delivery of a document by a method permitted in ***Part VIII-***

Part III- Owners Duties, Prohibitions, and Nuisance

3. Duty of Owners and Guardians
    a. No Owner or Guardians shall permit a dog to be at large.
    b. Every Owner and Guardian shall exercise reasonable care, supervision, and control over a dog at all times.

c. No Owner or Guardian shall permit a Dog to Attack, threaten, chase, or place at risk any person or animal.

d. An Owner or Guardian is responsible for the actions of their Dog whether or not the Owner or Guardian is present.

e. No person shall tease, provoke, or intentionally or not intentionally incite a Dog to Attack.

4. Cleanliness and Waste
    a. No Owner or Guardian shall permit a Dog to defecate on a Public Place or on private property other than the Owner's property unless the feces are immediately removed and disposed of in a sanitary manner.

    b. Notwithstanding Clause 4(A), a person who is blind, visually impaired, or has a disability that prevents them from physically removing waste is not required to personally remove the waste but remains responsible for ensuring that the waste is removed and properly disposed of.

5. Noise and Disturbance
    a. No Owner or Guardian shall permit a Dog to howl, bark, whine, or otherwise make noise in a manner that unreasonably disturbs the peace of others.

    b. In determining whether noise is unreasonable, the Municipality may consider duration, time of day, frequency, location, and corrective actions taken by the Owner or Guardian.

6. Rabies and Bite Reporting
    a. An Owner or Guardian shall ensure a Dog is vaccinated against rabies in accordance with veterinary standards unless a licensed veterinarian certifies in writing that vaccination is medically unnecessary.

    b. An Owner or Guardian shall immediately report to the Municipality any Bite Incident involving a person and shall provide contact information, circumstances of the incident and any other information required by the Municipality or their designate.

    c. Upon request, an Owner or Guardian shall provide vaccination records and veterinary contact information for a Dog involved in a Bite Incident.

Part IV- Foreseeable Risk

7. Owner or Guardians' requirement to manage foreseeable risk:
    a. **Foreseeable Risk Standard.** Where an Owner or Guardian knows or reasonably ought to know that a Dog may behave aggressively or pose a heightened risk to

Lawful Entrants, the public, and other animals, both at the owner's home, and in public, the Owner or Guardian shall implement reasonable measures to manage that risk.

b. **Continuing Duty**. The duty in ***Part III-***applies whether or not the Owner or Guardian is present and whether or not a delivery or visit is scheduled.

c. **Signage Not a Defense**. Warning signage does not relieve an Owner or Guardian of responsibility and does not convert Lawful Entrants into trespassers.

d. **Failure to Implement Measures**. Failure to implement reasonable measures under this Part may be treated as an aggravating factor when the Municipality determines conditions, enforcement action, or designation under ***Part VII-***.

8. Reasonable Protective Measures
    a. Reasonable Protective Measures may include without limitation:
        i. clearly visible warning signage, utilizing words and symbols, at points of approach or entry to the property.
        ii. Secure Containment of the Dog when the Owner or Guardian is absent.
        iii. Direct Supervision by a Competent Person when the Dog is outdoors.
        iv. temporary confinement of the Dog during anticipated deliveries, visits, or service calls.
        v. alternative delivery arrangements, including a secure delivery box or drop location.
        vi. use of a muzzle in appropriate circumstances.
        vii. training or behavioral intervention.
        viii. communication to regular service providers and other entering the property about safe delivery or visiting procedures.
9. Running at Large
    a. No Dog shall be at large at any time.
    b. A Dog on an Owner or Guardian's property shall be in Secure Containment or under Direct Supervision by a Competent Person
    c. A Dog controlled solely by an invisible fence does not constitute Secure Containment unless combined with additional physical measures sufficient to prevent escape or contact with the public or other animals.
    d. Tethering shall not be considered Secure Containment where it does not reasonably prevent escape or contact with Lawful Entrants, the public or other animals.
    e. An Owner or Guardian shall ensure gates are kept closed and fences are maintained to prevent escape should a gate and/or fence be used as a means of Secure Containment.

10. Leashing off Property

    a. No Owner or Guardian shall permit a Dog to be off the Owner or Guardian's property unless restrained by a leash, held by and under the control of a Competent Person, except in a designated off-leash area.

    b. The leash shall be of sufficient strength and length to maintain effective control and shall not exceed two (2) metres in length except in a designated off-leash area, where the dog is permitted to be.

    c. No person shall permit a Dog to run uncontrolled in a Public Place even if the Dog is friendly or accustomed to the area except in a designated off-leash area, where the dog is permitted to be.

11. Restricted Areas

    a. Licenced service dogs accompanying a person with a disability are exempt from restrictions expect where required by law.

    b. The Municipality may designate restricted areas by resolution and may impose conditions for use, including hours, signage, and waste removal.

    c. The Municipality may designate off-leash areas by resolution and may impose conditions for use, including but not limited to hours, signage, and waste removal.

    d. Provincial and federal parkland is exempt from any clause within this bylaw, and their rules and laws must be followed.

Part V- Licensing and Identification

12. Licensing and Identification Requirements

    a. Every Owner shall obtain a Dog License for each Dog kept within the Municipality in accordance with this Bylaw and the Municipality's Fees Policy.

        i. Dogs with a provincial service dog license must register their dog with the municipality however they shall be exempt from licensing fees by providing documentation of proof of license at the time of registration.

        ii. For greater certainty for purposes of this bylaw, Only dogs registered under the Province of Nova Scotia's Service Dog Act (2016) are eligible for their licensing fees to be waived.

        iii. RCMP, and other law enforcement agencies are exempt from licensing.

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b. A license shall be obtained within thirty (30) calendar days of acquiring a Dog or moving into the Municipality with a dog and shall be renewed annually by the date set by the Municipality.

c. The Municipality may refuse to issue or renew a Dog License where an Owner is in arrears for fees, fines, or costs under this Bylaw, or where Dog License conditions have not been met.

d. No person shall provide false information in an application for a Dog License.

e. Every licensed Dog shall wear a current license tag when off the Owner's property.

f. The Municipality may require microchipping as a condition of licensing, including for Dangerous Dogs and Fierce Dogs.

g. No person shall remove a current license tag from a Dog except the Owner or as authorized by a Bylaw Officer.

h. An Owner shall notify the Municipality of any change of address or transfer of ownership within fourteen (14) calendar days of the change occurring.

13. License Conditions and Administrative Actions

a. The Municipality may impose conditions on a Dog License to protect public safety, including leashing requirements, muzzle requirements, Secure Containment upgrades, signage, training, microchipping, and restrictions on public access.

b. The Municipality may suspend or revoke a Dog License where the Owner contravenes this Bylaw, fails to comply with an Order, or where public safety requires.

c. A Dog License suspension or revocation shall be in writing and shall include reasons and appeal rights under ***Part XII-***

d. Refusal, suspension, or revocation does not prevent enforcement for underlying offences.

Part VI- Administration, Fees, and Designations

14. Fees

a. Fees for Dog Licenses, Impoundment and related services shall be as established by council by resolution and/or a fee policy established by the Municipality, as may be amended from time to time.

b. A Bylaw Officer shall require payment of applicable fees prior to redemption of a Dog, subject to appeal rights where applicable.

15. Designation Register
    a. The Municipality may maintain an administrative register of Dangerous Dogs' and Fierce Dogs' designations and applicable conditions for enforcement purposes, subject to privacy laws.
    b. The register is an internal enforcement record and is not intended to be a public registry unless required by law or Council decision.

Part VII- ENFORCEMENT POWERS, INVESTIGATION, AND INSPECTION

16. Appointment and Authority
    a. The Municipalities Chief Administrative officer, or their designated may appoint Bylaw Officers for the purpose of administering and enforcing this Bylaw.
    b. Bylaw Officers may request RCMP assistance for enforcement where public safety risks are present, including Dangerous dog of Fierce Dog at-large calls and seizures.
    c. The Municipality may request RCMP accompaniment for calls involving a Dog believed to be Dangerous or Fierce and reported At Large where Bylaw Officer safety requires.

17. Inspection and Entry (non-dwelling)
    a. For the purpose of administering and enforcing this bylaw, a Bylaw Officer may enter onto lands, other than a Dwelling, at reasonable times.
    b. A Bylaw Officer may inspect any non-dwelling structure used for keeping Dogs and may examine containment, sanitation, and records.
    c. A Bylaw Officer may take photographs, videos, notes, and other reasonable documentation and may request production of licenses, records, and identification.
    d. A person shall not obstruct, hinder, or interfere with a Bylaw Officer acting under this bylaw.

18. Entry to Dwelling
    a. A Bylaw Officer shall not enter a Dwelling without consent of the occupant unless the Officer has lawful authority as provided by a valid warrant.
    b. Nothing in this bylaw limits the authority of police or other emergency responders under applicable law.

19. Public Reporting of Incidents

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a. Any person who witnesses a suspected contravention of this Bylaw is encouraged to report the incident to the Municipality as soon as reasonably practicable.

b. A report may be made in writing, electronically, or in such other manner as the Municipality may establish.

c. The Municipality may establish administrative procedures for receiving, recording, and investigating complaints.

20. Witness Evidence
    a. A person reporting a suspected contravention may provide photographs, video recordings, written statements, or other relevant evidence.
    b. A Bylaw Officer may consider such evidence in determining whether a contravention has occurred or whether further investigation is warranted.
    c. Nothing in this section requires the Municipality to disclose personal identifying information of a complainant except as required by law.
    d. In order to proceed with charges under this Bylaw, a complainant/witness or victim must be willing to testify in court should the matter proceed to trial. Such willingness to testify does not obligate the Municipality or Bylaw Officer to lay charges.
21. Evidentiary Assessment
    a. In determining whether a contravention has occurred, the Municipality may rely on:
        i. direct observation of a Bylaw Officer.
        ii. witness statements.
        iii. photographic or video evidence.
        iv. physical evidence.
        v. admissions by a party; and
        vi. any other evidence the Municipality considers reliable and/or relevant.
    b. The Municipality is not required to establish a contravention beyond a reasonable doubt for the purpose of laying charges or issuing an Order or designation under this Bylaw.
    c. No person shall knowingly provide false or misleading information in a complaint under this Bylaw.
    d. Providing false or misleading information constitutes an offence.
22. Investigation
    a. A Bylaw Officer may investigate complaints, Bite Incidents, and suspected contraventions, including interviewing witnesses and collecting evidence.

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b. An Owner or Guardian shall provide reasonable assistance to a Bylaw Officer investigating a Bite Incident, including identifying the Dog and providing vaccination information;

    i. Failure to do so may result in a fine for obstruction.

Part VIII- Orders to Comply and Service

23. Orders to Comply
    a. Where a Bylaw Officer has reasonable grounds to believe that a person has contravened this Bylaw or that conditions are required to protect public safety, the Bylaw Officer may issue an Order requiring corrective action.
    b. An Order shall be in writing and shall state: (a) the contravention or safety concern; (b) required actions; (c) the deadline for compliance; (d) the consequences of non-compliance; and (e) appeal rights and timelines.
    c. An Order may include conditions such as leashing, muzzle use, Secure Containment upgrades, signage, confinement during deliveries, training, behavioral assessment, microchipping, sterilization, and prohibition from attending specified areas.
    d. A Bylaw Officer may issue an Order containing any conditions that the Bylaw Officer deems necessary.
    e. Failure to comply with an Order is an offence and may result in seizure of the Dog(s) under ***Part XI***-
24. Emergency Interim Orders
    a. Where immediate action is necessary to address a significant risk to public safety, a Bylaw Officer may issue an interim Order with immediate effect, including temporary confinement, muzzle, or leash requirements.
    b. An interim Order shall be subject to review by the Appeal Committee upon application; filing an appeal does not stay an interim Order.
25. Service of Documents
    a. An Order or other document may be served by: (a) personal service; (b) registered mail to the last known address; (c) posting in a visible place on the owner's property where other service is not practicable.
    b. Service by registered mail is deemed effective five (5) business days after mailing. Service by posting is deemed effective the next day after posting.

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c. A Bylaw Officer may serve an Order on an Owner or Guardian found in control of the Dog at the time of the incident.

d. Advising an Owner or Guardian that an Order is going to be immediately issued constitutes service, should the Owner or Guardian leave or be unavailable.

Part IX- Dangerous and Fierce Dogs

26. Dangerous Dog – Designation Criteria
    a. A Dog may be designated as a Dangerous Dog where, on a balance of probabilities, the Municipality determines that the Dog:
        i. has committed an Attack causing injury that is not Serious Injury.
        ii. has engaged in a Bite Incident or attempted bite.
        iii. has aggressively pursued, threatened, or menaced a person or domestic animal.
        iv. has, in the opinion of the Municipality based on credible evidence, displayed behavior indicating a heightened risk of Attack.
        v. has been found At Large in circumstances creating a risk to public safety, including repeated escapes coupled with aggressive behavior.
    b. A designation decision shall be made by written Notice of Designation stating reasons, evidence relied upon, and appeal rights.
27. Fierce Dog- Designation Criteria
    a. A Dog may be designated as a Fierce Dog where, on a balance of probabilities, the Municipality determines that the Dog:
        i. has committed an Attack causing Serious Injury to a person.
        ii. has committed an Attack resulting in death of a person.
        iii. has committed repeated Attacks or repeated Bite Incidents demonstrating a pattern of dangerous behavior.
        iv. has committed an unprovoked Attack in a Public Place.
        v. has failed to comply with conditions imposed for a Dangerous Dog and, as a result, presents an ongoing significant risk.
        vi. has attacked a domestic animal causing Serious Injury or death.
    b. A Fierce Dog designation shall be accompanied by immediate conditions appropriate to the risk and may include seizure if necessary.

28. Notice, Evidence and Procedural Fairness
    a. Before designating a Dog as Dangerous or Fierce the Municipality shall provide written notice to the Owner or Guardian, except where immediate conditions are required for public safety.

b. The notice shall summarize evidence relied upon. The Municipality may withhold personal information of witnesses where required by privacy law, provided the Owner or Guardian is given sufficient information to know the case to meet.

c. The Owner or Guardian may provide written submissions to the Municipality within the time specified in the notice.

d. For the purposes of designation under this Part, the Municipality shall apply the civil standard of proof on a balance of probabilities.

e. The Municipality is not required to prove negligence, intent, or fault on the part of the Owner or Guardian in order to designate a Dog as Dangerous or Fierce.

29. Aggravating or Mitigating Factors

a. In determining whether to designate a Dog as Dangerous or Fierce, or in determining the conditions to impose, the Municipality may consider all relevant circumstances, including but not limited to:

i. the severity of injury caused, whether direct or indirect.
ii. whether the incident was provoked.
iii. if the victim was trespassing or in contravention of a law during the incident
iv. the vulnerability of the victim, including whether the victim was a child, elderly person, or person with a disability.
v. the prior history of aggressive behavior or complaints, stemming from any jurisdiction.
vi. whether the Dog was At Large.
vii. whether the Owner had previously been warned or subject to conditions.
viii. the degree of cooperation by the Owner.
ix. whether Secure Containment was in place.
x. steps taken by the Owner to mitigate risk prior to and following the incident; and
xi. any other factor relevant to public safety and proportionality.

30. Conditions for Dangerous Dogs

a. Upon designation as Dangerous, the Owner or Guardian shall comply with all conditions imposed, which may include any of the following (the “Dangerous Dog Conditions”):

i. Secure leash control by a Competent Person when off the Owner’s property.
ii. muzzle in Public Places except as specifically exempted by Order.
iii. Secure Containment standards (fence height, locking gates, enclosed run, or indoor confinement when unsupervised).

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iv. warning signage at property entrances.
v. Microchipping at the Owner or Guardian's expense.
vi. approved training course completion within a stated period, at the Owner or Guardian's expense.
vii. prohibition on being in specified Public Places or events.
viii. notification to the Municipality if the Dog is moved, transferred, or lost.
ix. prohibition on the Dog being under control of a minor.

b. The Municipality shall tailor conditions to risk, proportionality, and practicality, and shall consider less intrusive measures where they can reasonably protect public safety.

31. Mandatory Conditions- Fierce Dog

a. Upon designation as Fierce, the Owner or Guardian shall comply with all conditions imposed, which may include any of the following (the "Fierce Dog Conditions"):
i. permanent muzzling in any Public Place (subject to veterinary exception and municipal approval).
ii. leash control by a Competent Person at all times off property, with leash length not exceeding 1.5 metres.
iii. enhanced Secure Containment, including locked gates, enclosed kennel run, and escape-proof barrier standards.
iv. warning signage on property and at entrances.
v. microchipping (mandatory).
vi. proof of training/behavioral management plan completed within the time specified.
vii. restriction or prohibition from designated Public Places.
viii. prohibition on transfer/sale without Municipal approval.
ix. requirement that the Dog not be left outdoors unsupervised.
x. requirement for the Owner to maintain a plan for safe interaction with Lawful Entrants, including notifying all entrants that the Fierce or Dangerous Dog is present.
xi. proof of liability insurance in an amount not less than $1,000,000, covering bodily injury and property damage arising from ownership of the Dog, and proof of such insurance shall be provided annually to the Municipality, and the policy must name the Municipality as an additionally insured.
xii. The Owner shall notify the Municipality immediately if such insurance is cancelled, expires, or is materially altered.

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xiii. The Owner or Guardian shall notify the Bylaw Officer and the Municipality immediately, if the Dog runs At Large, bites another person or dog, or if the dog dies.

b. The Municipality may require additional measures necessary to protect public safety.

32. Non-Compliance and Escalation
    a. Failure to comply with Dangerous Dog Conditions or Fierce Dog Conditions is an offence and may result in seizure, impoundment and euthanization.
    b. Repeated or serious breaches may support re-designation from Dangerous to Fierce or may support court proceedings where warranted.
    c. Nothing in this Part limits the Municipality's ability to seek relief in court as permitted by law.

33. Review and Variation
    a. An Owner or Guardian may apply for review of conditions after at least twelve (12) months of demonstrated compliance unless the Municipality permits an earlier review.
    b. The Municipality may vary conditions based on evidence of compliance, behavioral improvement, or changed circumstances.
    c. A Fierce Dog designation may be reviewed only in exceptional circumstances and only where the Municipality is satisfied that public safety can be protected by conditions less restrictive than those imposed.

34. No Automatic Destruction
    a. No Dog shall be destroyed solely because it is designated Dangerous or Fierce, unless such destruction is necessary, by police, for public safety.
    b. Destruction may also occur under ***Part X-*** or by court order after due process.

Part X- X Emergency Powers

35. Dangerous Dog at Large
    a. Where a complaint involves a Dog believed to be Dangerous or Fierce or is designated as such, and reported At Large, or to have breached the conditions imposed, the Municipality may request RCMP accompaniment where bylaw Officer safety requires or may require.
    b. RCMP accompaniment does not limit municipal authority under this Bylaw and does not replace police authority under applicable law.

36. Immediate Threat Response

a. Where a Dog is At Large and represents a Clear and Present Danger, and where no reasonable alternative exists, a Bylaw Officer or police officer may take immediate action necessary to prevent serious injury or death, including authorizing the Dog to be destroyed.

b. Emergency destruction under this Part is a measure of last resort in the moment and does not replace the graduated process for non-emergency cases.

c. Where feasible and safe, a Bylaw Officer should consider reasonable alternatives such as containment, capture, or with other means available where available; however, no Bylaw Officer is required to take actions that would reasonably place the Bylaw Officer or the public at greater risk.

37. Documentation and Internal Review

a. Where emergency destruction occurs, the Bylaw Officer shall, as soon as practicable:

b. prepare a written incident report including a narrative, date, time, location(s), witnesses, conduct observed, and alternatives considered and any other pertinent details relating to the incident, including any history learned from others or from municipal or police records.

c. gather witness statements, medical reports, where necessary or appropriate, document injuries and property damage where applicable.

d. retain photographs, videos, or other evidence.

e. notify the CAO or designate.

f. ensure remains are handled in a dignified and sanitary manner.

g. The Municipality shall conduct an internal administrative review of the incident and retain records in accordance with municipal retention policies.

h. Nothing in this Part limits any reporting obligations to provincial authorities where required by law.

Part XI- XI Seizure, Impoundment Redemption and Disposition

38. Seizure

a. A Bylaw Officer may seize and impound a Dog that is At Large.

b. A Bylaw Officer may seize and impound a Dog where the Officer has reasonable grounds to believe the Dog is being kept in contravention of this Bylaw, an Order, or designation conditions.

c. A Bylaw Officer may request RCMP assistance where seizure presents a safety risk or possible safety risk.

d. A Bylaw Officer may seize a Dog where necessary to prevent imminent risk pending a designation hearing.

e. Where practicable, the Owner or Guardian shall be informed of the seizure.

f. Where a Dog is kept in a Dwelling, the Bylaw Officer shall apply for a warrant to enter and search the property.

39. Impoundment Care

a. Impounded Dogs shall be kept at the Pound or other facility approved by the Municipality.
b. The Municipality shall provide care to impounded Dogs consistent with animal welfare standards.
c. The Owner is responsible for all reasonable costs of seizure, transport, impoundment, boarding, veterinary care, and administration, prior to release of the Dog.
d. The Municipality may refuse redemption until applicable fees and costs are paid, subject to appeal rights under ***Part XII***-where applicable.

40. Notice and Redemption

a. Where practicable, the Municipality shall take reasonable steps to notify the Owner or Guardian of the impoundment and the steps required to redeem the Dog.
b. A Dog may be redeemed upon proof of ownership, payment of applicable fees and costs, and compliance with licensing and any conditions imposed.
c. Where a Dog is subject to Dangerous Dog or Fierce Dog conditions, redemption may be conditional on proof of compliance, including Secure Containment upgrades or training enrolment.
d. An Owner or Guardian may be subject to fines or penalties under this Bylaw, in addition to and exclusive of any other fees.

41. Holding Periods & Transfer of Ownership

a. Identified Dog (tag/microchip): minimum holding period of seven (7) business days.

b. Unidentified Dog: minimum holding period of seven (7) business days.

c. Investigation Hold: where a Bite Incident or Dangerous/Fierce investigation is underway, the holding period may be extended until the investigation or appeal is concluded, subject to humane care requirements and the Municipality is under no obligation to release the Dog.

d. Upon expiry of the applicable holding period and where a Dog has not been redeemed, all ownership rights to the Dog are deemed to be transferred to the

Municipality, and the Municipality may determine disposition in accordance with this Part.

42. Disposition of Unredeemed Dogs

a. If a Dog is not redeemed within the holding period, the Municipality may, having regard to public safety and the Dog's welfare:
    i. place the Dog for adoption where appropriate.
    ii. transfer the Dog to an animal welfare organization or rescue.
    iii. return the Dog to the Owner, which may include being subject to conditions.
    iv. decline to place a Dog for adoption where public or other animal safety concerns exist.
    v. in exceptional circumstances and only where no humane alternative exists, the municipality shall recommend to the Dog Bylaw Committee that the Dog be Euthanized.
b. The Municipality shall not euthanize a Dog solely for administrative convenience.
c. Where euthanasia is considered, the Municipality shall document the reasons alternatives were not viable.
d. Any Dog euthanized shall have the procedure performed humanely, by a veterinarian licenced in the Province of Nova Scotia.
e. Regardless of the dog being unclaimed, the known Owner or Guardian is responsible for all fees relating to the transportation, impoundment, boarding, care, veterinary care and costs, euthanization and administration.

Part XII- XII Appeals (Dog Bylaw Appeal Committee)

43. Establishment and Composition

a. A Dog Bylaw Appeal Committee is hereby established.
b. The Appeal Committee shall consist of two CAO appointed staff members and one Council appointed Councillor where available.
c. To eliminate conflict of interest, the two staff members shall not be: The Chief Administrative Officer, the Deputy Chief Administrative Officer, Director of Land Use and Planning, or a staff member within the Land Use and planning department or any enforcement capacity.
d. Council may appoint alternate council members and may establish terms of appointment by resolution.
e. A member shall disclose any conflict of interest and shall recuse themselves where required.

f. Quorum of the Appeal Committee shall consist of three (3) members.

g. Decisions shall be made by majority vote of members present.

h. Where there is a tie vote, the decision under appeal is deemed confirmed.

i. Members shall conduct hearings in accordance with principles of procedural fairness.

44. Jurisdiction and Powers

a. The Appeal Committee may hear appeals of:
    i. Orders to Comply (including interim Orders).
    ii. Dangerous Dog and Fierce Dog designations and conditions.
    iii. license conditions, suspensions, revocations, or refusals.
    iv. decisions relating to redemption conditions where materially disputed.
b. The Appeal Committee may confirm, vary, or rescind the decision appealed and may impose reasonable conditions consistent with this Bylaw.
c. The Appeal Committee shall review and determine any recommendation by the Bylaw Officer for the euthanasia of a Dog, and may confirm, vary, or refuse such recommendation in accordance with this Bylaw. The Appeal Committee shall give written reasons of its decisions to the Chief Administrative Officer and the Appellant.

45. Appeal Procedure

a. An appeal must be filed in writing with the Municipality within fourteen (14) business days of the decision, unless the Appeal Committee grants an extension for good cause.

b. The Municipality shall schedule a hearing as soon as reasonably practicable and shall provide notice of date, time, and location to all parties involved.

c. Hearings shall be informal but shall comply with principles of procedural fairness, including the right to know the case to meet and to respond.

d. The Appeal Committee may receive evidence in any form it considers reliable and is not bound by strict rules of evidence.

e. The Appeal Committee may permit parties to be represented by counsel or an agent.

f. The Appeal Committee may make procedural directions respecting disclosure, time limits, and order of presentations.

g. The Appeal Committee may enter in camera as outlined in the Municipal government act for committees of council.

h. The committee may request the lawyer.

46. Euthanasia

a. Where the Bylaw Officer recommends euthanization of a Dog, the matter shall automatically be referred to the Appeal Committee for determination.

b. The Appeal Committee shall convene a hearing within 3 business days unless impracticable due to exceptional circumstances.

c. The Bylaw Officer shall attend the hearing to present evidence and respond to questions from the Appeal Committee.

d. The Owner or Guardian of the Dog shall be provided an opportunity to be heard, except where the Committee determines that urgent action is required to address an immediate risk to public safety.

e. In making its decision, the Appeal Committee shall consider:

i. the severity and circumstances of the behaviour giving rise to the recommendation.

ii. the likelihood of future risk to public safety.

iii. whether reasonable and humane alternatives to euthanization have been attempted or are available; and

iv. any other relevant factors consistent with this Bylaw and public safety.

f. Euthanization shall be considered a measure of last resort and shall only be ordered where the Appeal Committee is satisfied that no reasonable alternative exists to adequately protect public safety.

g. The Appeal Committee may conduct all or part of a hearing in camera to protect confidential information, including investigative methods and the identity of complainants or victims, provided that any such decision is made by resolution in a public session.

47. Stays

a. Filing an appeal does not stay the operation of an Order, Designation or Condition.

b. The Appeal Committee may grant a stay on terms it considers appropriate, except when deemed necessary to address an immediate risk to public safety remain in force unless expressly stayed.

Part XIII- XIII Offences, Penalties and Cost Recovery

48. Offences

a. Every person who contravenes this Bylaw, an Order, or a condition-imposed license conditions, suspensions, revocations, or refusals under this Bylaw commits an offence.

b. Each day a contravention continues constitutes a separate offence.

c. A person who obstructs a Bylaw Officer commits an offence.

d. In addition to any other remedy under this Bylaw, the Municipality may establish by policy or resolution an Administrative Monetary Penalty regime for specified contraventions were authorized by legislation.

e. An Administrative Monetary Penalty shall not preclude prosecution for serious or repeat offences.

f. The Municipality may establish review procedures for Administrative Monetary Penalties by policy.

49. Penalties and Tickets

a. Penalties, including fines and Summary Offence Ticket amounts, shall be as set by Council from time to time according to the Fees Policy, consistent with the MGA and applicable provincial ticketing regimes.

b. In addition to any fine, the court may order payment of costs, restitution, or other relief as permitted by law.

c. Nothing in this Bylaw prevents prosecution by summary conviction were permitted by law.

50. Cost Recovery

a. All reasonable costs incurred by the Municipality in enforcing this Bylaw, including seizure, impoundment, care, veterinary costs, and administrative costs, are recoverable from the Owner as a debt due to the Municipality, and may be collected in accordance with applicable law.

b. The Municipality may refuse licensing or redemption until costs are paid, subject to appeal rights where applicable.

51. Repeal

a. The existing Dog Bylaw #3 is repealed upon the coming into force of this Bylaw.

52. Effective Date

a. This Bylaw comes into force effective (insert date here).

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Part XIV- Appendix A - Current fines *(to be removed)*

1	Owner of dog failing to provide statement within 10 days of receiving notice	9(b)	$237.50
2	Owning dog that runs at large	13(a)	$237.50
3	Owning dog for which registration fee is not paid	13(b)	$237.50
4	Owning fierce or dangerous dog	13(c)	$237.50
5	Owning dog that persistently disturbs neighbourhood quiet by barking or howling or otherwise	13(e)	$237.50
6	Owner of dog failing to remove dog feces from property not belonging to owner	13(f)	$237.50

Appendix B – Proposed updated fines *(pending approval)*

Level 1 Administrative/Minor offences

Offence	First	Second*	Third+
Failure to license dog	$100	$200	$300
Failure to display dog tag	$75	$150	$250
Failure to notify change of address	$75	$150	$250
Failure to remove feces	$150	$300	$500
Nuisance barking	$200	$400	$600
Dog in restricted area	$150	$300	$500

*First offences expire after 24 months in level one, a warning does not constitute first offence

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Level 2 – Control/Public Safety Offences

Offence	First	Second*	Third+
Dog At Large	$250	$500	$750
Failure to leash a dog	$200	$400	$600
Use of Invisible Fence as sole containment	$300	$600	$1,000
Tethering creating public risk	$300	$600	$1,000
Failure to implement protective measures	$300	$600	$1,000

*First offences expire after 24 months in level one, a warning does not constitute first offence

Level 3 – Dangerous/Vicious Non-Compliance

Offence	First	Second	Third+
Breach of Dangerous Dog condition	$750	$1,500	$2,500
Breach of Fierce Dog condition	$1,500	$3,000	$5,000
Failure to report bite	$500	$1,000	$2,000
Obstruction of Bylaw Officer	$750	$1,500	$2,500
Providing false or misleading complaint	$500	$1,000	$2,000
Failure to maintain Fierce Dog Insurance	$1,000	$2,000	$3,500
Failure to Notify Municipality of cancellation or alteration of required insurance	$750	$1,500	$2,500

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Offence	First	Second	Third+
Failure to comply with an Order or Interim Order	$750	$1,500	$2,500

Level 4 – Severe Public Safety Violations

Offence	Recommended Fine Range
Allowing Dangerous Dog to be At Large	up to $5,000
Allowing Fierce Dog to be At Large	up to $10,000
Repeat breach of Order resulting in injury	up to $10,000

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From: Heather Cook <hcook@regionofqueens.com>
Sent: Thursday, October 1, 2026 1:47 PM
To: Willa Thorpe <wthorpe@regionofqueens.com>; Kate Wong <kwong@regionofqueens.com>; Patrick Hirtle <phirtle@regionofqueens.com>
Subject: FW: Clarification Regarding Habitat for Humanity Nova Scotia Homeownership Program

Hi CAO Thorpe, DCAO Hirtle, and Acting Clerk Wong,

I'm forwarding the email below, as it was sent to Council and info@region … but not the three of you, and pertains to discussion at the last council meeting. I thought perhaps it may have potential to be Correspondence for Information (?). I wanted to be sure you were in the loop.

Heather

From: Donna Williamson <donna@habitatns.ca>
Sent: October 1, 2026 1:41 PM
To: Scott Christian <schristian@regionofqueens.com>; Roberta Roy <rroy@regionofqueens.com>; Maddie Charlton <MCharlton@regionofqueens.com>; Courtney Wentzell <cwentzell@regionofqueens.com>; Vicki Amirault <VAmirault@regionofqueens.com>; Jack Fancy <jfancy@regionofqueens.com>; Stew Jenkins <sjenkins@regionofqueens.com>; Wanda Carver <wcarver@regionofqueens.com>
Cc: info <info@queens.ca>
Subject: Clarification Regarding Habitat for Humanity Nova Scotia Homeownership Program

Some people who received this message don't often get email from donna@habitatns.ca. Learn why this is important

Dear Mayor Scott Christian and Members of Council,

I am writing on behalf of Habitat for Humanity Nova Scotia regarding comments made during the public input portion of the September 22 Council meeting concerning Habitat's homeownership program and our work in the Queens Region.

We became aware that some information shared during the meeting may have created an inaccurate impression of Habitat's eligibility and homeowner selection process. Given our partnership with the community and the public nature of the meeting, I wanted to provide Council with clarification directly.

Habitat for Humanity Nova Scotia's current household income range for our homeownership program is approximately $60,000 to $100,000. The income required to qualify for a particular home will depend on several factors, including the fair market value of

the home and the local housing market.

Habitat homes are sold to approved homeowners at fair market value. Affordability is created through our mortgage model, with monthly housing payments structured so they do not exceed 30% of the homeowner's household income.

Prospective homeowners go through a comprehensive application and assessment process. Applicants participate in a Habitat 101 information session before proceeding to a full application. The application process includes a review of household income, debt and financial capacity, as well as an assessment based on Habitat's established criteria, including need for housing, ability to pay and willingness to partner with Habitat.

Habitat does not simply select applicants based on income, nor do we automatically prioritize one type of household over another. Household circumstances and housing need are considered as part of the overall assessment and in determining whether a particular Habitat home is appropriate for an applicant. We do give priority to families already living in the county or have family connections to the county.

Another important component of our model is maintaining the long-term affordability of Habitat homes. Habitat homeowners cannot simply sell their Habitat home on the open market. If a homeowner wishes to sell, the provisions contained in their agreement with Habitat, including Habitat's right of first refusal or buy-back provisions where applicable, are enforced.

Our goal is to provide a fair, transparent and rigorous pathway to affordable homeownership for Nova Scotians who have the financial capacity to sustain homeownership but face barriers to accessing it through the conventional housing market.

We value our relationship with the Municipality of the Region of Queens and appreciate the community's interest in Habitat's work. I would respectfully ask that this clarification be shared with Council and, if appropriate, included with the public record associated with the September 22 discussion so residents have access to accurate information about our program.

I would also be pleased to answer any questions Council may have about Habitat's homeownership program or our work in the Queens Region.

Warm regards,

Donna
(she/her)

Donna Williamson
CEO
Habitat for Humanity Nova Scotia
81 Wright Ave, Dartmouth NS
C: (902) 225-6499
donna@habitatns.ca • www.habitatns.ca

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: October 2, 2026

File No: 10350-60-2910-008

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: Accessibility Committee - Recommended Appointments

Prepared by:	Supervisor:	CAO Concurrence:
A. Fouchard Accessibility and Inclusion Coordinator	P. Hirtle Deputy CAO	*W. Thorpe* *CAO*

RECOMMENDATION

THAT Council for Region of Queens Municipality appoint Meghan Hightower Smith to the Accessibility Committee, for a term to expire on October 31, 2028;

AND THAT Sally Tanner be reappointed to the Accessibility Committee, for a second term to expire October 31, 2028.

PURPOSE

Region of Queens Municipality's Accessibility Advisory Committee currently has one (1) vacancy for a member of the public following the recent departure of a committee member, and one expiring appointment of a current member. Council direction is required to fill any vacancies on Committees of Council.

BACKGROUND

The purpose of the Accessibility Advisory Committee is to assist Municipal Council in ensuring that all aspects of the Municipality's operations advance accessibility and inclusion. The Committee's role is to increase awareness of

barriers faced by persons of varying abilities, enhance access to municipal resources and facilities, and support the creation of an inclusive community.

Specifically, the Committee provides advice and recommendations related to:

- Increasing awareness and understanding of accessibility challenges and opportunities within the Municipality;
- Improving access to municipal buildings, properties, washrooms, and workspaces;
- Enhancing accessibility for persons who are visually or hearing impaired;
- Strengthening supports, training, and resources for employees;
- Ensuring that recruitment, hiring, and career development processes are accessible; and
- Providing input and leadership direction to the Director of People and Culture in the ongoing development of an accessibility-friendly and compliant community.

At present, the Accessibility Advisory Committee has four appointed public members; one current member's term expires on October 31. A public call was made after the departure of a committee member in July 2026.

The committee met September 21, 2026, to review new applications and consider the expiring term of the sitting member. During that meeting, the member stated desire for reappointment. The Committee ultimately moved to recommend that Council appoint Hightower Smith and reappoint Tanner to serve on the Accessibility Committee.

ALTERNATIVES/OPTIONS

1. Council may move that Meghan Hightower Smith be appointed to the Accessibility Advisory Committee, for a term to expire on October 31, 2028, and/or that Sally Tanner be reappointed to the Accessibility Advisory Committee, for a term to expire on October 31, 2028.

2. Council may direct staff to provide additional information prior to appointing new inclusion Queens members and/or additional information prior to the reappointment of current members.

ANALYSIS

Applicant Hightower Smith offers a wide range of experience with her background of various roles involved with early childhood education, as well as her previous involvement in a disability supports committee. These qualities align with the Accessibility committee public appointment requirements.

The sitting committee member, Tanner, continues to contribute valuable insight and information that is productive with assisting the committee objectives.

IMPLICATIONS

None.

COMMUNICATIONS

The new applicant and committee member applying for reappointment will be notified of Council's decision.

BYLAWS/PLANS/POLICIES

The Accessibility Advisory Committee derives its authority from Municipal Council, which on November 12, 2019, approved the establishment of this Committee and delegated to it the responsibility of assisting the Municipality in overseeing the development and implementation of an Accessibility Strategy and Plan for all municipal buildings, properties, programs, and services.

Council's authority and responsibility for accessibility arise from the *Accessibility Act*, adopted by the Province of Nova Scotia in the fall of 2018, with accompanying regulations to be established by the province. The *Act* mandates that municipalities identify, prevent, and remove barriers to accessibility, and promote the full participation of all persons in their communities.

Membership on the Accessibility Advisory Committee shall consist of up to five (5) members of the public who are persons with disabilities or who represent organizations that advocate on behalf of persons with disabilities, duly appointed by Council pursuant to Section 24 of the *Municipal Government Act*.

The Accessibility Advisory Committee consists of two elected representatives and up to five public members who are persons with disabilities or represent organizations advocating for accessibility. The Committee was established

under the authority of the Nova Scotia Accessibility Act (2018) and Section 24(1) of the Municipal Government Act.

SUMMARY

Council is requested to consider appointments to fill vacancies on the Accessibility Advisory Committee. The Committee provides advice to Municipal Council on identifying, preventing, and removing barriers to accessibility in municipal programs, services, and facilities, and works to advance inclusion throughout the community.

At its September 21, 2026, meeting, the Accessibility Committee moved to recommend appointing Meghan Hightower Smith and reappointing Sally Tanner to the Accessibility Advisory Committee for terms ending October 31, 2028. Both bring valuable perspectives and experience to the Committee.

ATTACHMENTS/REFERENCE MATERIALS

None.

Region of Queens Municipality
Staff Report
For the Regular Meeting of
October 13, 2026

Date: September 26, 2026

File No: 10350-60-2910-006

To: Mayor and Council

From: Willa Thorpe, CAO

Subject: Recreation Facilities Advisory Committee – Establishment and Adoption of Terms of Reference

Prepared by:	Supervisor:	CAO Concurrence:
Kate Wong *Acting Municipal Clerk*	*Pat Hirtle* *Deputy Chief Administrative Office*	*Willa Thorpe* *Chief Administrative Officer*

RECOMMENDATION

THAT Council for Region of Queens Municipality establish the Recreation Facilities Advisory Committee and adopt the Mandate and Terms of Reference as presented.

PURPOSE

The purpose of this report is to seek Council's adoption of the Mandate and Terms of Reference for the Recreation Facilities Advisory Committee.

BACKGROUND

At the July 14, 2026, Regular meeting, Council directed staff to dissolve the Pool Steerage Committee at the conclusion of the mandate, with gratitude for their work, and to facilitate the creation of a Recreation Facilities Advisory Committee.

A draft Mandate and Terms of Reference for the proposed Recreation Facilities Advisory Committee was brought forward for Council's consideration at the August 11, 2026, Regular meeting, and Council passed the following motion:

*"**THAT** Council for Region of Queens Municipality receive for discussion the draft Mandate and Terms of Reference for the Recreation Facilities Advisory Committee;*

***AND THAT** Council provide staff with feedback and direction on the draft Mandate and Terms of Reference, directing staff to return at a future meeting of Council with updated drafts for adoption, including increasing the Committee to ten members, consisting of eight community members, one of whom shall represent the Indigenous community, and two Councillors;*

***AND THAT** the language surrounding representation identifies such representation as 'preferred' rather than 'mandatory';*

***AND THAT** staff provide clarity that the mandate encompasses all recreation properties;*

***AND THAT** the meeting frequency be increased from quarterly to monthly."*

The Mandate and Terms of Reference presented with this report reflect Council's August 11, 2026, direction and are now before Council for adoption.

ALTERNATIVES/OPTIONS

Option 1 – Adopt as Presented

THAT Council for Region of Queens Municipality establish the Recreation Facilities Advisory Committee and adopt the Mandate and Terms of Reference, as presented.

Option 2 – Adopt with Amendments

THAT Council for Region of Queens Municipality establish the Recreation Facilities Advisory Committee and adopt the Mandate and Terms of Reference, with the following amendments: [insert amendments].

Option 3 – Defer

THAT Council for Region of Queens Municipality defer consideration of the Mandate and Terms of Reference for the Recreation Facilities Advisory Committee and direct staff to [insert direction].

ANALYSIS

Mandate and scope: In accordance with Council's August 11 direction, the proposed mandate encompasses all municipally owned recreation facilities and any municipally owned parklands, playgrounds, and trails zoned as "Recreation and Open Space" in the Region's Land-Use Planning documents. Municipally owned recreation facilities shall include, but is not limited to, Queens Place Emera Centre, The Big Splash Outdoor Swimming Pool, and North Queens Aquatic Centre.

The Committee's focus is on the Municipality's physical recreation assets, including their planning, development, accessibility, use, and long-term sustainability.

The mandate does not extend to recreation programming or program delivery. This distinction provides a clear scope for the Committee and ensures its advice remains focused on municipally owned recreation facilities and properties.

Composition: The proposed Committee consists of ten (10) voting members: two (2) members of Council and eight (8) community members. One (1) of the community members shall represent the Indigenous community.

Representation: Geographic and other representation is identified as preferred rather than mandatory. This provides flexibility in the appointment process while encouraging Committee membership that reflects communities across the Municipality, a range of recreation interests and user groups, age groups, and lived experience.

Meeting frequency: The Committee will meet monthly, providing regular opportunities to consider matters within its mandate and bring recommendations forward to Council.

Advisory role: The Committee is advisory to Council and has no delegated decision-making authority. It may provide advice and recommendations but cannot direct municipal staff or contractors, commit or expend municipal funds,

manage projects or procurement, enter into agreements, or speak on behalf of the Municipality or Council unless expressly authorized by Council.

IMPLICATIONS

There is no new funding requested through this report. Anticipated costs associated with the Committee are limited to administration, meeting space, recruitment advertising, and any applicable volunteer expense reimbursement and will be accommodated within the approved operating budget. Any future recommendation from the Committee that carries a financial commitment would return to Council separately for consideration.

The Committee will be supported by the Director of Recreation and Healthy Communities as staff liaison, with clerical support provided within the department for agendas, minutes, and public posting. Monthly meetings will require an ongoing staff commitment to support the Committee and its reporting to Council.

Establishment of the Committee and adoption of the Mandate and Terms of Reference will allow recruitment and appointment of members to proceed. Clearly defining the Committee's scope, advisory role, and limits of authority will support an effective working relationship between the Committee, Council, and staff.

The Committee's mandate includes consideration of accessibility and barrier removal respecting municipally owned recreation facilities and recreational properties. The recruitment process will encourage applications from individuals with a range of lived experiences, including experience with accessibility barriers.

COMMUNICATIONS

Following adoption of the Mandate and Terms of Reference, staff will proceed with a public call for applications for the eight (8) community member positions.

Recruitment will be advertised through the Municipality's established communication channels. The recruitment process will identify Council's preference for broad community representation and will specifically identify the position intended to represent the Indigenous community.

Applications will be reviewed following the close of the recruitment period and appointments will return to Council for consideration.

Committee agendas and approved minutes will be posted publicly in accordance with the Municipality's established practice, and recommendations of the Committee will be forwarded to Council through the established reporting process.

BYLAWS/PLANS/POLICIES

Municipal Government Act — authority of Council to establish committees and determine their composition and duties.

Administrative Policy 8 — Remuneration to Non-Council Committee Members

Operational Policy 74 — Code of Conduct for Members of Council and Public Committee Members

SUMMARY

Council directed the creation of a Recreation Facilities Advisory Committee following the conclusion of the Pool Steerage Committee's mandate. Council subsequently considered a draft Mandate and Terms of Reference on August 11, 2026 and provided direction respecting the Committee's composition, representation, scope, and meeting frequency.

The Mandate and Terms of Reference presented with this report reflect Council's direction. The proposed Committee consists of ten (10) voting members, including eight (8) community members and two (2) Councillors, with one community member representing the Indigenous community. The Committee's mandate encompasses recreation facilities and recreational properties owned by Region of Queens Municipality and is focused on the Municipality's physical recreation assets rather than recreation programming or program delivery. The Committee will meet monthly.

Staff recommend that Council establish the Recreation Facilities Advisory Committee and adopt the Mandate and Terms of Reference so that recruitment and appointment of members may proceed.

ATTACHMENTS/REFERENCE MATERIALS

- Recreation Facilities Advisory Committee Terms of Reference
- Map of municipally owned properties zoned as Recreation and Open Space in Liverpool
- Map of municipally owned properties zoned as Recreation and Open Space in greater Queens County

TERMS OF REFERENCE

RECREATION FACILITIES ADVISORY COMMITTEE

1. Establishment

The Recreation Facilities Advisory Committee (the "Committee") is established by resolution of Council for Region of Queens Municipality as an advisory committee of Council.

2. Mandate

The Committee's mandate encompasses all municipally owned recreation facilities and any municipally owned parklands, playgrounds, and trails zoned as "Recreation and Open Space" in the Region's Land-Use Planning documents. Municipally owned recreation facilities shall include, but is not limited to, Queens Place Emera Centre, The Big Splash Outdoor Swimming Pool, and North Queens Aquatic Centre.

The Committee shall provide community-informed advice and recommendations to Council, through staff, on the planning, development, accessibility, use, and long-term sustainability of recreation facilities and recreational properties owned by Region of Queens Municipality.

The Committee's mandate relates specifically to municipally owned physical recreation facilities and properties, and does not include recreation programming or program delivery.

In fulfilling its mandate, the Committee may:

(a) review and comment on proposed projects involving municipally owned recreation facilities and recreational properties and provide advice on community needs and priorities;

(b) provide advice on capital renewal and lifecycle priorities for municipally owned recreation facilities and recreational properties;

(c) identify accessibility and barrier-removal opportunities at municipally owned recreation facilities and recreational properties and advise on their prioritization, in consultation with the Accessibility Advisory Committee if required;

(d) advise on community access to and use of municipally owned recreation facilities and recreational properties;

(e) identify potential partnership, sponsorship, and cost-sharing opportunities related to municipally owned recreation facilities and recreational properties for Council's consideration;

(f) provide advice on public engagement respecting municipally owned recreation facilities and recreational properties; and

(g) undertake such other matters relating to municipally owned recreation facilities or recreational properties as Council may refer to the Committee.

3. Limits on Authority

The Committee is advisory only. The Committee has no delegated decision-making authority and shall not direct municipal staff or contractors; commit or expend municipal funds; manage projects or procurement; enter into agreements; or speak for the Municipality or Council in public or with the media, except as expressly authorized by Council.

Recommendations of the Committee take effect only if and as adopted by Council.

4. Composition and Appointment

The Committee shall consist of ten (10) voting members appointed by Council, as follows:

- two (2) members of Council; and
- eight (8) community members, one (1) of whom shall represent the Indigenous community.

Community members shall be appointed following a public call for applications.

In making appointments, Council will seek, where possible, a membership reflecting representation from across the Municipality's electoral districts, a range of recreation interests and user groups, age groups, and lived experience with accessibility barriers. Such representation is preferred and is not a

mandatory condition of appointment, except for the designated Indigenous community representative.

The Director of Recreation and Healthy Communities and designated clerical staff shall serve as non-voting resources to the Committee. Staff are not members of the Committee.

5. Term

Community members shall be appointed for a term of two (2) years and are eligible for reappointment.

On first appointment, terms shall be staggered so that approximately half of the community membership is appointed for a term of one (1) year in order to preserve continuity.

Council members shall be appointed in accordance with municipal policy.

A member may resign by written notice to the Clerk, and Council may appoint a replacement for the remainder of the term. Council may rescind an appointment at any time.

6. Chair, Meetings, and Quorum

The Committee shall elect a Chair and Vice-Chair from among its appointed members at its first meeting each year.

The Committee shall meet monthly, at a time and place determined by the Committee, and may hold additional meetings at the call of the Chair.

Quorum is a majority of the appointed voting members.

Each voting member has one vote, and the Chair votes as a member.

Meetings shall be conducted in accordance with the Municipality's Procedural Bylaw and are open to the public except where a matter is properly considered in closed session.

7. Reporting and Staff Support

The Committee reports to Council.

Recommendations of the Committee shall be forwarded to Council through communications from its elected officials and reports from staff.

Agendas and approved minutes shall be prepared with the support of the Department of Recreation and Healthy Communities and posted in accordance with the Municipality's established practice.

The Committee shall provide Council with an annual summary of its activities and recommendations, presented by the Chair.

8. Conduct, Conflict of Interest, and Expenses

Members shall comply with the Municipality's Code of Conduct and applicable Committee Policies and with conflict-of-interest requirements applicable to committee members.

A member who has a conflict of interest in a matter before the Committee shall declare it, refrain from discussion and voting, and have the declaration recorded in the minutes.

Reasonable expenses may be reimbursed in accordance with the Municipality's applicable reimbursement policy.

9. Review and Amendment

These Terms of Reference may be amended only by resolution of Council.

Council shall review these Terms of Reference not less than once every four (4) years, or sooner at Council's direction.